



Vaidyanathan S

HR Recruiter

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Skills

Sourcing and Screening

On-boarding and Induction

Team Building & Leadership

Talent Acquisition

HR Recruitment Strategy

Planning

Client and Stakeholder

Management

A multi-faceted professional experience in managing HR/Staffing & Recruiting/Business Development operations with skills in achieving growth objectives in rapidly changing environments within impressive turnaround time; seeking for challenging and rewarding opportunities in HR Recruitment with an organization of high repute; preferably in Chennai / Bengaluru / Delhi-NCR / Mumbai.

- A detailed-oriented and result-driven professional offering over 3+ years of rich experience in HR – Recruitment, Staffing Operations globally with full emphasis on improving recruitment processes
- Presently working as Operations HR Project Lead with world's No.1 Recruitment Agency: Randstad India Pvt. Ltd.; directing a high empowered team for driving Staffing Operations for Compliance, Recruitment Process, Resume Formatting & other Adhoc Projects
- Steered grassroots recruitment initiatives to build long-term, multi-dimensional, regional and national partnerships to attract top leadership candidates
- Identified talent needs & manpower projections and ensured recruitment using cost-effective techniques; track record of providing recruitment solutions to Australia and NZ regions
- Proven skills in corporate HR related functions including interviews, on-boarding, induction, terms/salary negotiations, appraisals, entry/exit interviews & many more
- Capability in leading operations, process, people, stakeholder & customer management, continuous improvement in metrics & SLAs, KPIs, training & performance management
- Promoted a culture of Service Excellence through continuous improvement in the staffing business processes
- Added value to the efforts of the organization by successfully managing critical escalations (NIL escalations recorded), identifying process gaps, implementing corrective actions with an aim to enhance and refine existing processes and systems
- Strong People Management skills, with capabilities in leading & motivating teams in a cross-cultural environment towards growth; created a clear & compelling view of future through coaching, mentoring and execution.

<div> <div>Process Excellence & Improvement</div> <div>Escalation Management</div> <div>Performance Management</div> <div>Operations Management</div> <div>Cross-functional Coordination</div> <div>HR Recruitment & Operations</div> </div>	<div>Work History</div>
<div>Software</div> <div> <div>MS Office Suite (Word, Excel, PowerPoint, Outlook, Teams)</div> <div>SQL (Beginner)</div> <div>Data Studio (Beginner)</div> <div>Google Drive (Sheets, Docs, Slides)</div> <div>Zoom</div> <div>Data Studio</div> </div>	<div> <div> <div>2023-05 - 2023-06</div> <div> <div>US IT Recruiter / Recruitment</div> <div>Staffigo Technical Services LLC, Chennai</div> <div> <ul style="list-style-type: none"> Acted as a liaison between vendors and consultants Followed the Marketing Strategy for best results Cold calls & Emails Acted as a liaison between vendors and consultants Found relevant opportunities for candidates Utilized Internet-based recruitment tools/Job Portals Document day-to-day work done, maintain and report the appropriate data to the higher management. Wrote and posted technical job descriptions Used Boolean searches to develop applicant portfolios for expected openings. Coordinated with IT team leaders to forecast hiring needs and department goals. Interviewed candidates using different interview methods and approaches. Onboarded new hires and set up training. Sourced and selected applicants for technical positions within company. Utilized various online and offline sources to find talented technical candidates and prepare for screening process. Referred candidate resumes to customer account managers for evaluation and submission. Developed and implemented strategies to identify and source technical talent for multiple industries. Partnered with departmental managers to ascertain hiring needs and subsequently provide candidate recommendations. Collaborated with internal teams to continuously improve recruitment processes and execute as efficiently as possible. Conducted phone interviews to assess applicants </div> </div> </div> </div>

relevant knowledge, skills, experience and aptitudes.

2021-08 -
2023-05

Operations HR Project Lead - RIGO AUNZ

Randstad India, Pvt. Ltd., Chennai

- Directed a skilled team of 7 Professionals for driving the staffing business operations
- Successfully got promoted as a Lead in AUS, NZ (1st Lead of the Project)
- Took care of recruitment lifecycle activities and ensuring adherence to the process with involvement in vendor management, rate negotiation & finalization
- Showcased business skills by hiring/interviewing the candidates for Business Support Team to drive AUS
- Front-end Operations in Staffing and Compliance
- Functioned as SPOC to address or resolve the escalations on priority in accordance with defined escalation matrix and SLAs (recorded NIL Escalations till date through successful development of team plans)
- Implemented recruitment strategies for talent retention & attrition rate reduction
- Administered on-boarding / induction activities of new employees
- Set up team goals/KPIs by coordinating and collaborating with the Departmental Heads, Managers & other Key Stakeholders
- Kept track of the tasks allocated to the team members; sharing critical feedback with respect to weakness/inefficiencies to improve the overall performance of the individuals
- Identified & replicated best practices across functions for inculcating learning & sharing approach among all employees
- Steered efforts for delivering process breakthrough improvements towards business excellence by adopting improvement techniques and ensuring quality compliance

- Reviewed process SOP's to ensure process documents are updated with latest changes
- Managed staffing to maintain diverse & effective workforce and ensuring effective performance management plan for teams
- Extended managerial support towards the Department for successful on-boarding and training of the employees
- Attained process needs for performance planning process which includes goal setting, feedback submission of formalized performance appraisals (regular-basis).

2019-07 -
2021-08

Specialist - RIGO AUNZ

Randstad India, Pvt. Ltd., Chennai

- Entrusted with responsibilities of heading operations & priority cases to Consultants and Stakeholders that specialize in delivery of energy to front and back-end staffing
- Front-led various onshore assignments with an aim to improve overall operations
- Devised and executed various innovative time-savings ideas for the assigned projects which later suggested in setting benchmarks
- Ensured timely completion of the tasks before the delivery by working in coordination with the Team and Managers
- Felicitated with multiple appreciations from the AUS Team for timely completion of temp priority projects
- Displayed skills and successfully bagged Adhoc projects from NZ (bagged 2 new projects from NZ by working with the Manager and Onshore Team)
- Received recognition from the stakeholder for on-time delivery of project
- Conferred with the Achiever Award for the Best Performer in 2019 within a span of 3 months from Chairman and Managing Director during Annual

Townhall

- Awarded with Insta Rewards consecutively for 2 years in Nov'20 and Feb'21
- Worked towards my project expansion; imparted effective trainings to the Juniors from the scratch
- Led 2 core and 2 additional projects parallelly and looked after the performance of Junior Specialists' in their initial period.

Education

2022-10 - 2024-09	MBA: International Business <i>PULC – Pondicherry University Loyola College - Chennai</i>
2016-07 - 2019-05	B.Com: Corporate Secretaryship <i>SRM Institute of Science & Technology - Chennai</i> GPA: 60.5
2015-06 - 2016-04	12th Grade <i>SSRV Matric Higher Secondary School – State Board - Chennai</i> GPA: 64.12
2013-06 - 2014-04	10th Grade <i>JGHV Matric Higher Secondary School – State - Chennai</i> GPA: 68.18