

# P VINI PRADEEP

In-House | Global Recruitment | International Recruitment | Talent Acquisition  
Global Talent Sourcer | Talent Sourcing Partner

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## **EDUCATION:**

- Bachelors in Commerce - Karnataka State Open University- 2014
- Diploma in Civil Engineering - Sri Jayachamarajendra Polytechnic – 2002
- 10th Grade - Saint Alphonsus High School- 1996

## **PROFESSIONAL SUMMARY:**

Over 10+ years of end-to-end international recruitment experience with hands on duties such as global sourcing, recruitment, executive hiring involving screening, networking & pipelining for domains into Automotive, Engineering, Information technology, E-Commerce, Medical, Banking, Pharma, Healthcare, Entertainment, & Finance.

Specialized in recruiting for US & Canada product-based companies, intermediate experience working for location like India, Australia, Singapore, China & Japan.

Dependable, ambitious, hardworking & self-starter with initiative attitude. Can work independently with minimal supervision or excel as a team leader. Being well organized and reliable, I am capable of learning new aspects of any position while handling many tasks at once.

## **CAREER FOCUS:**

- Full-Cycle In-House recruitment.
- Diversity hiring.
- **ATS** (Application Tracking Systems)- (Workday, Kenexa, Sixth Sense, RWS, Beeline, Job Diva & Point wing).
- **Major Clients**- (Polaris, Volvo Group, Honda Motors, Amazon, Microsoft, NBC Universal and AmeriHealth)
- **Database**- Thingama job, Monster, CareerBuilder, Dice, Ladders, Indeed, SWE (society of women engineer), & LinkedIn.
- Strong work experience on W2, Corp-to-Corp, 1099. Thorough knowledge on US Visa Modules.
- Requisition gathering & qualification meetings with hiring team.
- Strategy planning with the hiring team.
- Applicant Interview Scheduling, Co-ordination, Travel arrangements & Interview Prep.
- Feedback requests from hiring team.
- Reporting- (daily report, weekly report, and dashboard reporting).
- Performance review and Planning PIP for required recruiter/Sourcer.
- Training new joiners.

## **PROJECTS:**

- Knowledge Sharing presentation on global sourcing.
- Train the Trainer- focusing on hiring managers interviewing process.
- Attended online Sourcing Ninja course
- Attended online Internet Sourcing course.
- Attended few HR certifications on Allison.com.
- Worked on SWE (Society of Women Engineers)

**EMPLOYMENT HISTORY:**

**Polaris Inc Pvt Ltd | Indian Motorcycle–  
Sr, Talent Sourcer – US**

**(Sept-2021 to Feb-2024)**

- **Job Description / Key Responsibility-** I was responsible for working alongside Sr. Recruiters in US to identify candidate profiles that fit the needs of the business.
- Strategize and mine talent from a variety of partnerships to ensure a consistent flow of candidates are readily available for critical needs.
- Accountable for aligning with Sr. Recruiters and hiring leaders on a sourcing strategy call and then be responsible for mobilizing on that strategy.
- In this role served as the face of Polaris and responsible for showing why Polaris is an employer of choice. Provided sourcing and candidate generation to hiring managers across multiple teams, organizations and locations.
- My main focus was into engineering team for multiple business units and vehicle line-ups which includes Indian Motorcycles as well across Polaris-US. Provided End-to End recruitment process involving sourcing, screening, shortlisting, Interview coordination for face-to-face interviews.
- Partner with our Talent Acquisition Center of Excellence to build sourcing strategies that aid the business in hiring talent.
- Post requisitions to various job boards and leverage online recruiting resources to identify and attract candidates while building a comprehensive candidate pipeline.
- Craft and send Recruiting emails that generate interest from potential candidates. Includes using free ChatGPT and AI tools/applications from the internet for modernized approach towards all potential technical professionals.
- Data mine candidates within our Polaris network through our ATS.
- Possess strong ability to screen interview candidates within the framework of the position specifications and prepare an ideal candidate slate within an appropriate and consistent timeline.
- Leverage exceptional communication skills to be a brand advocate for Polaris.
- Compile, format and prepare sourcing metrics to aid the hiring team(s)
- Verbal offer release, direct salary negotiation, candidate professional documentation gathering, offer release, initiate back-ground verifications, submitting candidate's BGVs report to the hiring team and all relevant documents systems uploads.

**Volvo Group–**

**(Oct-2017 to Sept-2020)**

**Global Sourcing Team Lead – US/Canada/India/Australia/Japan**

- **Job Description / Key Responsibility-** Supporting global talent acquisition for Volvo Group (US, Canada, Australia, Sweden, India, & Japan)
- Responsible for managing full life cycle recruiting and sourcing of qualified applicants for various business entities to fulfill recruitment delivery.
- Full Corporate Recruitment Life Cycle- Screening applications based on given requirements/job descriptions, Scheduling and coordinating interviews, delivery support for internal stakeholders, maintaining defined Service Level Agreement(s).
- Work closely with global recruitment team to develop talent acquisition strategies and hiring plans. Implement the same with the team to fulfill requisitions in timely manner.
- Providing business development presentation globally to bring in more business to India global sourcing center.
- Periodical knowledge sharing session provided globally business stakeholders.
- Designed corporate recruitment and sourcing process globally.
- Internal projected handled- Train the Trainer, Train the Hiring Manager, Global Sourcing Trends, Global Networking, Market Research and Talent Pool Pipelining.

- Managed the team and responsible for requisition allocation, mentoring, measuring every individual's performance, Training/Coaching, monthly/quarterly productivity monitoring for all the team members & conduct performance review and rank them towards appraisal.
- Directly report to APAC Director.

#### **Techlink Systems-**

**(June- 2014 to May- 2017)**

##### **Sr Recruitment/Team Lead - US**

- **Job Description / Key Responsibility-** Clients- American Honda Motors, AmeriHealth, NBC Universal, Caesars, Unisys, Sedgwick, Radian, E-Trade, Bank of America, NFP, Pure Integration and FIS.
- Responsible for managing full life cycle recruiting and sourcing of qualified applicants for various business entities to fulfill recruitment delivery.
- Full Corporate Recruitment Life Cycle- Screening applications based on given requirements/job descriptions, Scheduling and coordinating interviews, delivery support for internal stakeholders, maintaining defined Service Level Agreement(s).
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- Managed the team and responsible for requisition allocation, mentoring, measuring every individual's performance, Training/Coaching, monthly/quarterly productivity monitoring for all the team members & conduct performance review and rank them towards appraisal.
- Directly report to APAC Director.
- Working on IT and Non-IT positions for Automotive, Entertainment, Finance, and Banking and Healthcare domain, few of IT requirements for Fidelity Information Systems (FIS).
- Handled VMS account (Honda Motors) and managing team size of 6 currently.
- Responsible for team performance, maintaining quality, attending Client Conference calls, requirement management, resume approval and team reporting.
- Placed several consultants for Honda Motors, NBC and AmeriHealth in a timely manner with an extraordinary support from my Director and Vice President.
- Recruiting via Monster, CareerBuilder and Dice and maintaining personal candidate database.
- Formatting Resumes, Screening Candidate, Scheduling interviews, Rate Negotiation was part of my roles and responsibilities.
- Reporting directly to Manager on daily and weekly basis with accurate details, qualifying requirement with Managers or my Vice President (Sales) was initiated to recruit effectively.
- Attending Funnel or Red zone conference call with clients in daily basis to provide status on requirements and strategy enhanced to recruit for appropriate client and positions.

#### **Grassroots Ltd-**

**(August 2013 – December 2013)**

##### **Recruitment Team Lead- US**

**Team Size- 10 Recruiters**

- **Job Description / Key Responsibility:** Worked closely with the 10 recruiters, was responsible for my US recruitment team performance on daily basis.

- Primarily involved in team handling, Client meeting, conference call with client, requirement qualification for the recruiting team, Monitoring, quality, providing search strings for recruiters, daily report and monthly report. Clients supported (Syntel, Prodapt, Skill bay, & Infosys,).

**TEKsystems-**

**(April 2010 – June 2013)**

**Designation: Sourcing Specialist / Sr Recruitment Specialist / Process Trainer**

- **Job Description / Key Responsibility:** Recruitment Specialist at TEKsystems supporting various US clients such as (Amazon.com, Microsoft, T-Mobile, Google, LinkedIn, Verizon, AT&T, Bluetooth, Starbucks, Nordstrom, Disney, Univar, Paccar, University of Washington etc.) supporting for IT and Non- IT division for these clients.
- I was the pilot person to start of Amazon.com back in April-2010 and I have managed my team size of 4 on their performance, Quality, Source, training, Submittal, Mentoring, development, Weekly Report, Dashboard, and Consolidated report for my team.
- I was responsible for my team performance and equally maintaining client's quality parameter.
- I was responsible to send the weekly tracker and final report to the Team Manager. Performed extensive candidate internet sourcing (Boolean Search, Monster, LinkedIn, data mining techniques, etc.)
- Proficient in using standard corporate productivity tools (Microsoft Word, Excel, Office, and Outlook etc.)  
Proficient in recruiting techniques like Requirement Hunting, Cold Calling, Networking and Internet based recruiting tools.
- Understand the requirements from the technology perspective and resourcing the right consultants using the Search strings.
- Good Negotiation and Closure skills with strong emphasis on Client/Vendor Relationship management. Performing recruitment lifecycles as the aspects like sourcing the resource, screening and coordinating technical interviews, negotiation and follow up etc. Mostly worked on W2 Basis and Contract requirements, however do have Exposure to work on Contract to Hire, Corp-to-Corp and TN.  
Placed US Citizens on Contract position, few positions on Contract to hire and permanent positions.
- Work Experience on EAD, GC Holder and US Citizen Visa ship, good knowledge on H1B, TN Visa.