Gottigere, Bannerghatta Road,
Bengaluru, Karnataka 560083

821 765 5641

munmun.mba@gmail.com

www.linkedin.com/in/munmun-jana-684b217a/

MUNMUN JANA
SENIOR TALENT ACQUISITION SPECIALIST

Overview:

⇨ **Talent acquisition professional** with 7 years of experience in developing and executing recruiting plans within **both agency and in-house** settings.

⇨ Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placements and on-boarding.

⇨ **Product and service** based hiring vertical explored by preliminary screening to shortlisting the right qualitative candidates against the required mandates.

⇨ Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.

⇨ Experience into **Client Handling, Vendor/Stakeholder Management** as well as a dedication to result offers with solid experience with team management experience.

⇨ **Diverse Placement:** Performed professional, technical, executive and managerial recruiting.

Recruiting Tools:

LinkedIn Recruiter | Oracle's Fusion Recruiting Solution | Taleo | Bond Adapt Staffing

Recruitment Skills:

- Talent Assessment & Acquisition
- Candidate Sourcing & Screening
- Advanced Boolean Searches

- Executive Recruiting
- High-Volume Staffing
- Offer Negotiations
- Placement & On-boarding

- ATS & Recruiting Software
- Social Media Recruiting Tools
- Client Relationship Management

Experience:
Organization : Think Perfect (Formerly EAInfoBiz Pvt. Ltd.)
Duration   : October 2018 – June 2020
Designation   : Senior Talent Acquisition Specialist

As a Recruiter: I was handling Technology hiring and In-House recruitment and coordinate with business head/hiring managers to understand hiring needs; identify and come to an agreement

on clear selection criteria and conduct effective job briefs and assist with recruiting report preparation and maintaining of weekly metrics.

- ⇨ Review job descriptions and interview questions that reflect each position's requirements.
- ⇨ Communicated with internal departments such as lines of business/business units, internal audit, and senior management to gather and understand the roles, responsibilities and ensured quality resumes are submitted.
- ⇨ Responsible for meet hiring goals by filling open positions with talented and qualified candidates with stipulated TAT. This entails sourcing and screening candidates, coordinating the interview process, and facilitating offers and employment negotiations, all while ensuring candidates have a pleasant experience.
- ⇨ Forecast quarterly and annual hiring needs by department.
- ⇨ Used POFU (Post offer followup) method to ensure candidates are engaged and their queries are answered throughout the process of the offer stage to successful onboarding.

Vendors as a support: Worked with vendors on a niche and time sensitive hiring needs and ensured smooth overflow of recruiting activities.

- ⇨ Ensured screening to offer stage and maintain a healthy relationship and provide updates to the recruitment team, ensuring they are always aware of the status of candidates and new hires throughout the hiring process.

Active part in HR Operation: Creating checklists, preparing and sending offers, sending requests for required paperwork via emails, answering questions, assisting new hires, communicating directly with account managers and recruiters on a regular basis during the onboarding process.

- ⇨ Schedules all Onboarding and New Employee Orientation appointments. Responsible for quality control and timely processing of all hiring activities. Designs and composes documentation for the hiring process.
- ⇨ Preparing and updating employment records related to hiring, transferring, promoting, and terminating in Taleo (ATS) and Oracle Fusion.

Skills hired below:

ERP: Oracle Apps EBS, PeopleSoft, Fusion (Oracle Cloud), Hyperion (EPM Cloud), ICS/OIC.HCM (Human Capital Management) Technical/Functional Consultant, Financial Consultant, SCM (Supply Chain Management) Technical/Functional Consultant.

RPA (Robotic Process Automation): UiPath, BluePrism, Automation Anywhere.

UI/UX and Core Language: HTML5/CSS3, Bootstrap, JavaScript, ReactJS Core Java/J2EE, JQuery, Angular/AngularJS, Node/NodeJS, Python, C/C++.Database: SQL/PLSql, MongoDB

Mobile Application: Ionic, Hybrid React Native, Android.

Cloud: Fusion, AWS

FullStack Developer, MeanStack Developer, Backend/Frontend Developer, Java Developer, Project Manager, Senior Technical & Functional Manager.

Organization : Scarlet Wireless Inc.
Duration   : March 2013 – April 2018
Designation   : Senior Recruiter

As A Recruiter: I have handled and built effective sourcing, assessment, and closing approaches with an ability to manage customer/partner expectations through a deep understanding of return on recruiting investment.

- ⇨ Excellent knowledge in IT and Non-IT sector for various industries such as Healthcare, Telecommunication, Software Testing, Manufacturing, Marketing & Service, Automotive etc.

- ⇨ 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.
- ⇨ Proven experience recruiting array of professionals from Mid-level, Technical to the Executive level.
- ⇨ Inform applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company policies, promotional opportunities and other related information.

As a Client Partner: Managed and client coordination which includes discussing about open requirements, attending client conference calls, responding to client emails, Scheduling candidates for interview and communicating with Interviewer till the final round etc.
- ⇨ Working with various clients: Cisco, Toshiba, Amadeus, IBM, Capgemini, Delmon, Qapitol QA, Xebia and various Internal Positions.

Skills hired below:

Python , RubyOnRails, Embedded C/C++, Scrum Master with CCNP (Cisco Certified Network Professional), Technical Project manager, Technical Architecture, Network Engineer, Cyber Security with VoIP, SIP and LAN, WAN, DHCP, L1/L2/L3

QA (Quality Analyst) in Automation testing (Web application & Mobile Application). In web application used Selenium as automation tools and framework is Cucumber/TestNG.

In Mobile application used Android, IoS, APM.

Oracle Apps Technical and Financial Consultant, Oracle EBS, supply chain functional, oracle application framework development and upcoming JLPT – N1/N2 level requirements.

SQL Developer, Java/J2EE, UI/UX, Dotnet Developer, ASP.Net, C#, AngularJS to Angular 5.

Data Science roles which involved building in-house Analyses team such as Data scientist, Big Data, Business Analyst and Java developers.

Big Data: Cloud Computing, Big Data, Hadoop, Spark, HBase, Pig, Hive

Cloud: AWS, Azure, Cloud Computing, EC2

Agile Development: Scrum/Agile Coach.

Infrastructure: DebOps, Puppet, Chef, Ansible

Organization : Essential Engineering Solutions Pvt. Ltd.
Duration   : July 2010 – Feb 2011
Designation   : IT Recruiter

As A Recruiter: Interacting with various clients, seniors, technical managers to understand business needs in specific technologies.
- ⇨ Source and Screen resumes from various portals to shortlist appropriate profiles that match organizations requirements.
- ⇨ Interacting with the candidates, giving them brief about the position, roles and responsibilities, technical requirement and checking their positional fitment based on this interaction will be assigned to respective interview.
- ⇨ Salary Negotiations and Offer roll outs.
- ⇨ Validate the sourced profiles before processing to the client.
- ⇨ Submit the profile to the client.
- ⇨ Constant follow-up with client, for the feedback.
- ⇨ Follow-up with all paper works.
- ⇨ Constantly maintaining my database.
- ⇨ Create and post internal and external job postings.

As a Client Partner: Managed and handled mandates related to product based clients like General Electric (GE), General Motors (GM)& Nokia Siemens Network (NSN).

Education

MBA from Visvesvaraya Technological University. Area of specialization: Marketing Management.
BCA from 'The Oxford college of Science', Bangalore affiliated to Bangalore University.

Personal Profile

Name	:	MUNMUN JANA
Date of Birth	:	15th August
Address	:	Gottigere, Bangalore
E-mail	:	munmun.mba@gmail.com

Credentials and personal references will be provided on request