

Phani Rekha A

+91 88849 77491

phanirekha@gmail.com

Carrier Objective:

Seeking to be a part of **Talent Acquisition/Resource management team** in a corporate and participate on the organizational growth process to achieve organizational objectives and also to get the individual professional growth.

Professional Summary:

- A Human Resources professional in managing end to end HR functions including Recruitment of IT Professional.
- Overall 4Years of experience in the field of IT Recruitment.
- Experienced in full recruitment life cycle at all levels such as **Contract, Contract to Hire and permanent staffing.**
- Managing the complete recruitment life cycle for **sourcing the best talent from diverse sources.**
- A proven ability to lead a team, recruit great talent, increase profit margins, reduce cost, define issues and propose solutions.
- Having strong background in IT **recruiting and a sound understanding of IT skills and technologies with a bottom-line focused business orientation.**

CORE COMPETENCY

- End To End HR Recruitment into IT Domain.
- Permanent Staffing.
- Contract to Hire Staffing.

IT Experience:

Talent Acquisition Specialist (Aug 2018 to till date)
ExperisIT Manpower Group, Pune, Maharashtra

Clients Handled: (LTI, Sapient, Saxo Bank, Vodafone Shared Services, Compucom Systems, Magna Automotive, FSS(Financial Software and Systems)Volkswagen IT services, Synchron, Capita, Nihilent, Whirlpool, Global Logic, Fig Md, CapGemini, HCL, DXC, Cigniti, AVL, Toll group, Sprinkl, Goldmansachs, First American, Cybage, Continnum Managed Services, Hexaware, Valuefy, WalterMoore, Incedo, Intuit, Medtronics and Quinta)

- ✓ Building and maintaining strong relationships with business leaders, stakeholders & H-managers.
- ✓ Involved in weekly hiring review based on actual vs target with the business heads.
- ✓ Maintaining the database of all the Consultants and Employers.
- ✓ Prepare resume for presentation to clients.
- ✓ Taking a Preliminary round of interview so as to judge the communication and the abilities of the candidate before submitting to the client.
- ✓ Scheduling and coordinating interview for the short-listed candidates.
- ✓ Proactively Interacting with Client on a regular basis to get feedback for shared profiles, shortlists, schedules, selections, joiness and any new requirement further.
- ✓ Serve them with appropriate profiles and schedules in a given time frame.

- ✓ Taking care of all transactions, profile submission, interview schedules getting feedback from panel, selection and on boarding.

HR - Senior Recruitment Consultant (Sep 2017 to Jun 2018)

AarviEncon Ltd, Pune, Maharashtra

Clients Handled: Samsung Electro Mechanics, Deutsche Telekom, Capgemini, and Fino Paytech, Digiphot Entertainment Imaging), QuadGen Wireless Solutions, Cignex Datamatics, Datamatics Global Services

- ✓ Experience in vendor management, client handling, team handling.
- ✓ Responsible for driving the entire recruitment cycle, Accountable for Recruiting exceptional talents and fulfilling strategic positions.
- ✓ Point of contact for all the Clients.
- ✓ Possess strong business acumen and understanding of technical requirements: excellent candidate assessment skills.
- ✓ Sourcing the profiles and closing the positions for Full time employment, Contract to Hire and Contract positions.
- ✓ Coordinating the interviews and weekend events at clients place
- ✓ Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- ✓ Worked closely with Manager to understand the business needs & deliver the services within a given time-line.
- ✓ Develop and implement sourcing strategy and channels to build relevant talent pools.
- ✓ Well accustomed to work under pressure to meet deadlines and able to multitask effectively.
- ✓ Well Organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.

HR - Senior Recruiter Talent Acquisition (August 2016 to May 2017)

ExperisIT Pvt ltd (Manpower group), Bangalore, Karnataka

Clients Handled: Infosys, Robert Bosch, HerbaLife, IBM, CopalAmba, Century Link technologies, Algarythm, L&T InfoTech.

- ✓ Work with internal teams and hiring managers to assist with recruitment efforts. Interact with Manager to gather requirements.
- ✓ Develop and implement sourcing strategy and channels to build relevant talent pools.
- ✓ Effectively communicate position opportunity and client value proposition.
- ✓ Responsible for day-to-day interaction with Managers.
- ✓ Develop recruitment strategy. This may include job posting optimization, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, comprehensive recruitment campaign planning, talent planning, etc.
- ✓ Identify and source appropriate talent for current open roles within the organization.
- ✓ Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers.
- ✓ Counsel the candidate on corporate benefits, salary, and corporate environment.
- ✓ Use sophisticated applicant tracking systems and other recruiting software and to track applicants through the selection phase through to on-boarding.

HR - Senior Recruiter Talent Acquisition (April 2016 to July 2016)
Alchemy Techsol India Pvt Ltd, Bangalore, Karnataka

Clients Handled: Accenture, HCL

- ✓ Responsible for end to end recruitment within the stipulated aggressive timelines and building the talent pipeline for the business to achieve the hiring targets for within the standard timelines at optimal price point.
- ✓ Executing IT Recruitment for Permanent and Contract to hire placements at all levels.
- ✓ Create network, keep abreast with latest trends in recruitment, build alliances (internally & externally) to implement the recruitment actions.
- ✓ Well accustomed to work under pressure to meet deadlines and able to multitask effectively.
- ✓ Well Organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both personal and corporate goals.
- ✓ Ability to build up strong relationships with diverse range of teams, customers, Clients, Co-workers and management.

Skills Worked On

- ✓ **ERP:** SAP Technical/Functional (Modules: ABAP, ABAP HR, CRM, BASIS, SD, FICO, SCM, BW/BI/BO, PP, PI & MM, Security)
- ✓ **Databases:** Oracle DBA, Oracle Apps DBA, SqlServer, MySQL
- ✓ **Languages:** VB.net, C#, Asp.net, MVC, WCF, WPF, C#, Sql, prism, VB.net, Biztalk, MSCRM, AX Technical, .net Winforms.
- ✓ **QA Analyst/ Tester:** Manual, Automation Testing (Selenium, TestNG, Robot Framework) Rational, Performance, Functional Testing with C#
- ✓ **Operating Systems:** Windows 2008 Administration, Solaris Administration, RedHat Linux Administration.
- ✓ **Networking:** Cisco-CCNA, CCNP, CCNE, LAN, WAN, Firewalls (FortigateCheckpoint, PaloAlto,Juniper)
- ✓ **Network Security, Cybersecurity:** SIEM(QRADAR,Splunk,Arcsight),IT Audit.
- ✓ **WebTechnologies:** Java, Spring, Hibernate, Swing, Servlets, EJB, JSP, Struts, Web sphere, Web logic, HTML, JavaScript, JQuery,J2EE, DOT net, XSL, xslt, VB.net, ASP.net, vc++ .net, c#, xhtml, Dhtml, Ajax, JQuery, XML, SharePoint.AngularJS.
- ✓ **Fron end Technologies:** React JS, Javascript,HTML,CSS
- ✓ **Backend Technologies:** NodeJS
- ✓ **Robotic Process Automation:** Automation Anywhere, Blueprism, UI Path, Robotic Desktop Automation - Openspan (Pega Robotics).
- ✓ **VisionPlus Development:** (FAS, CMS).
- ✓ **Sales Force, Qlikview**
- ✓ **Infra:** Weblogic Administrator, Solaris Adminstrator, Websphere administrator.
- ✓ **Mainframe Technologies:** COBOL, JCL, DB2, PLI.
- ✓ **Domain Exposure:** Payment(SEPA, Net banking, Open banking, RTGS, IMPS, Master/Visa card mode, Mobile Banking), Banking(BFSI, Capital Marketing, Investment Banking)
- ✓ **Automotive:** Autosar, ADAS, Embedded Development, System integration Testing (Vectorcast, Cantata, Canoe, CAPL, CAN protocol) Lightning and Flashing.

- ✓ **Accounting and Finance:** Accounts receivables-AR, Account Payables- AP, Billing, RTR, Procure to Pay.
- ✓ **Non IT- Tech support, Data Entry**

Non-IT (Teaching) Experience:

- Worked for **Shree Institute of Technical Education** as **Assistant Professor** from **Jun 2012** to **Aug 2014**.
- Worked for **S.S.V School of Management Studies and Sciences for Women, Tirupati** as **Lecturer** from **Mar 2010** to **May 2012**.
- Worked for **Govt Degree College for Women, Srikalahasti** as **Lecturer** from **Mar 2008** to **Mar 2010**.
- Worked for **ATLURI & co Pvt. Ltd., Hyderabad** as a **System Programmer** from **Nov 2006** to **Dec 2007**.

Educational Details:

- **MCA [2003 – 2006]** (Master of Computer Applications) from **Sri Venkateswara College of Computer Science (Chittoor, Andhra Pradesh)**.
- **BCA [2000 – 2003]** (Bachelor of Computer Applications) from **Girvani Degree College (Chittoor, Andhra Pradesh)**.