



Kasula Swapna

SUMMARY

HR Professional around 8+ Years of work experience in Human Resources like FTC and FTE Hiring, on Boarding, BGV, Exit, Vendor Management, Workforce Management & Stakeholder management, etc.

EXPERIENCE

Schneider Electric

Payroll – Vision India

HR Executive

Apr 2022 - Mar 2024

Roles and Responsibilities:

- Handling entire recruitment cycle through Taleo (Full time) and CLM Tool (Contract hiring).
- Handling High-Volume Hiring (Contract hiring/FTC) and on roles (Full time Hiring/FTE) Requirements.
- Focusing on Diversity Hiring/Plans and building the pipeline for the current and future references.
- Focusing on Contract Conversion Cases and Direct Sourcing specially Diversity cases.
- Targeting on Ageing Requisitions to close the positions on Priority Basis.
- Meeting the Companies KPIs and achieving the KPIs on time. Interacting with Stakeholders about their requirements, attending weekly calls and forecasting the dashboard about Interview in Progress status, Offer Decline Status and Offer Accepted Status.
- Proficient in utilizing diverse Job portals like LinkedIn Recruiter, Naukri, IIM Jobs.
- Forecasting the present as well as the future man power requirement, discussing with the Delivery team on hiring plan. Scrutinizing, screening, and short-listing resumes based on specific criteria, skills, platforms, qualifications, and relevant experience.
- Scheduling Technical interviews for the short-listed candidates. Conducting Weekend Drives, Diversity Drives, and Job Fair and Walk-in interviews.
- Preparation of interview schedule, identification of interview panel, organizing interview, maintaining data.
- Salary Negotiations and communicating other terms and conditions. Conducting reference check before the offer release of the shortlisted candidates.
- Coordinating with the management for offer release.
- Post offer release follow up until the candidate joins the company.

Stakeholder Management

- Maintaining a high level of engagement and collaboration with stakeholders throughout the recruitment cycle
- Develop strong and effective partnerships with business leaders, executives, HR Managers and advance talent acquisition initiatives to share hiring updates and best practices
- Work closely and engage with stakeholders for a detailed understanding of requirements and defining a recruitment plan.
- Ensuring compelling candidate experience throughout the process

Vendor Management

- Managing vendors and periodic vendor performance evaluation and the area of expertise
- Continuous Calibration exercise with the vendors; as to smoothen the process of sourcing the potential candidates.
- Set up review/feedback sessions with appropriate timelines

CONTACT

✉ kasulaswapna@gmail.com

☎ +91 9353532900

📍 Bangalore

🌐 <https://www.linkedin.com/in/kasula-swapna-490412103/>

EDUCATION

**Masters in
Microbiology
Kakatiya University**

LANGUAGES

English

Hindi

Telugu

Candidate Experience

- Ensuring compelling candidate experience throughout the process
- Striving to achieve the targeted positive NPS score & work towards the areas of improvement as per the feedback given by the candidates.
- Work on project initiatives to improve the NPS score for our recruitment process.

Projects Worked:

HSI (Her Second Innings) and **Make Factory**.

Domains Worked:

IT Roles: Firmware, Hardware, Embedded, Automation, Golang Developer, Dot Net
SAP SD/CS, Successfactors – EC/RCM/PMGM

Specialized Roles: Agile Coach, Technical Analyst, Data Scientist,
Project management

Accenture

Payroll: Align Biz Technologies

Senior Recruiter

Apr 2021 – Apr 2022

Roles and Responsibilities:

- Managing end-to-end recruitment for the Corporate Functions entity
- Successfully attaining the targeted diversity mix & hiring PwD resources for Corp Functions
- Catering to lateral and leadership requisitions- both internal and external channels
- Responsible for direct Client/Stakeholder Management and interaction with BU Heads, Delivery Heads/ VPs, etc. to understand requisitions, share progress, discuss POA, strategy
- Preliminary interviewing of prospective candidates assessing the candidate's Skill Matrix against preferred Skill Set. Assess soft skills and coordinate with the Operations team to get a match of the required skills
- Liaison with Resource Management Group for understanding Demand and Supply weekly forecast
- Participate in skip-level meetings with Business Managers to understand the issues & attain recruitment numbers & in order to give recruiting updates/demand statuses
- Effective utilization of external channels of recruitment like Job Boards, ER, Vendor Agency
- Liaise with HRSS team for sourcing (Lateral Levels), documents collection, background checks & onboarding of candidates
- Develop and supporting weekend recruitment drives for bulk positions.
- Meeting the set targets for a renege% and JB utilization for the financial year.
- Conducting HR interviews and doing the necessary compliance, internal parity & hygiene checks for the shortlisted candidates
- Releasing offers post doing taking the required approvals & doing the requisite compliance checks (SLA 24Hrs)
- Ensuring that the necessary pre- OB checks are clear in order to onboard the candidates Presenting Monthly Recruitment Dashboards to Senior Management on requisitions status, key metrics -Offer Acceptance rate, Average time to Select, Average time to Deploy, Average time to Join, Candidate slate conversion.

Nova Mentis Consulting Private Ltd

Placement Consultant

Jun 2019 - Dec 2019

Roles and Responsibilities:

- Searching profiles from Various Sources.
- Analyzing resumes and shortlisting candidates according to requirements.
- Ensure that the appropriate number of qualified candidates submitted in a timely manner for all client requirements.
- Identifying and scheduling technical interview candidates. Coordinating the selection process, interviews, and feedback with candidates. Following up with the candidates from offer process to till joining.

Handled Clients

IT: Eli Lilly, Wipro, IBM, Engage IT services. SONY, Cap Gemini, TCS. Wells Fargo, OLAM.

Nova Mentis Consulting Private Ltd

Placement Consultant

Oct 2015 – Dec 2016

Roles and Responsibilities:

- Searching profiles from Various Sources.
- Analyzing resumes and shortlisting candidates according to requirements.
- Ensure that the appropriate number of qualified candidates submitted in a timely manner for all client requirements.
- Identifying and scheduling technical interview candidates. Coordinating the selection process, interviews, and feedback with candidates. Following up with the candidates from offer process totill joining.

Cellos Tech Systems Private Ltd

Recruiter

Sep 2011 - July 2012

Roles and Responsibilities:

- Communicating with hiring managers on the status of open requisitions.
- Conduct interviews and provide hiring managers with candidate summary information.
- Develop job descriptions for approved positions with direction from hiring manager, department heads and Sr. Recruiter Process inbound and outbound emails to hiring managers and candidates Scheduling interviews.
- Support and sustain positive work environment that fosters team performance through own work and behavior.

GM Inputs

Recruiter

May 2009 - Aug 2011

Roles and Responsibilities:

- Searching for profiles from Various Sources.
- Screening resumes and shortlisting candidates according to requirements.
- Ensure that the appropriate number of qualified candidate submitted on time for all client requirements.
- Identifying and scheduling candidates for technical interviews. Coordinating the selection process, interviews, and feedback with candidates. Following up with candidates throughout the offer process and until they join.
- Negotiate salary with shortlisted candidates after obtaining