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| .   |  | | --- | | SUCHI SMITA SAHU | |  | |  | | Contact  **Address**: Leamington Spa, CV32 5AD  **Address** : 500034, Hyderabad, TG  **Phone**: +447586655163  **Email**: smilysuchisahu@gmail.com  Tier 2 Visa for UK  Skills   * **End to End Recruitment** * **Diversity Staffing** * **Maternity Leave Returnee Staffing** * **GCP Staffing (Global Role)** * **Campus Hiring** * **Onboarding** * **Renege Management** * **Resource Management / Internal Staffing** * **Resource Pool Management** * **Stakeholder Management** |  |  | Professional Summary  **Talent recruitment and acquisition professional** with 8+ years of experience developing and executing recruiting plans. Manage all phases of full cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, employee referrals  Work History  Company: **Accenture Services Pvt Ltd. Hyderabad**  Duration: 30 Aug 2009 – 28th May 2018    **Resource Management/Talent Fulfillment Analyst/Staffing Consultant:**   * Acts as a First **Point of Contact for stakeholders** regarding staffing and hiring fulfillment decisions * Check and share for **internal supply from resource pool in bench, roll-off pipeline** from other projects and **new joiner data to fulfill the demand** * Incase demand cannot be fulfilled internally then flag and Determines ‘sourcing’ channel to fulfill demand * Understands project assumptions and priorities (including demand priority) for roles. * Access “alternate pools” as necessary * Works with the **Resource Pool Supply/Demand Specialist** to understand the business environment to determine, develop and execute innovative solutions to provide guidance and counsel to resolve supply/demand issues, and provide input into resource planning activities * I am also involved in Staffing Maternity Leave return female employees within Industry Group reflecting on Internal Pipeline (Bench) or rolled off from the project * Accountable for **filling roles assigned** to their resource pools and for getting their people staffed * Handles **routine scheduling transactions and more complex** situations with a minimum of help   **Senior Recruiter (Recruitment):**   * Understand **Business Objectives/priorities** and ensure Delivery is given utmost priority. * Worked across technologies and Performed full cycle recruiting * Developed creative strategies to secure candidates utilizing the internet, job sites, social networks * Managed the applicant tracking system (Abacus) * Met or exceeded hiring goals; maintained and reported all hiring and pipeline matrixes * Successfully met affirmative action goals * Conducted interviews with internal employees in efforts for internal mobility * Understand Quarterly and yearly targets on **Offer and Onboard Run rate** required and work on day-to-day priorities aligned, Showcase results against the Target/Delivery. * Ensure that **Renege ratio from Onboard is minimal and do proactive Renege Management** * Adherence to metrics in recruiting **scorecard (HR interviews, Offer Made to Onboard conversion**). * Participation in **Weekend drives.** * Predictability on **joiner pipeline for Resource Management team.** * Demonstration of ownership and accountability in **'0' No shows, advancement & closure** of approvals for joiners. * Responding to **escalations and queries from stakeholders**. * Responding to **candidate queries** within 2 working days with clear and unambiguous replies. * **Mentor junior recruiters** on a day-to-day basis. Gets involved in Short- and long-term recruiting plans and strategies with your Lead from time to time * Set up **meetings with Stake holders/Clients** and formalize a connect daily to understand their needs on staffing   **HR Operations:**  **Onboarding:**  Following – up with candidates till their joining.  Ensure New Joiners have a smooth Onboarding  Helping the New Joiners with Onboarding Kit taking them through for all required and important data  Providing them Project (reporting manager) and their respective HR details  **Vendor Management:**  Explaining the requirement to the vendors. Reviewing the profiles sent & giving timely updates on the same.  Coordinating with vendors for right candidates (for specific requirements.)  **Candidate engagement/Employee Relationship Management:**  Help candidates and employees with their queries  Re-direct them to the right POC or right team  **In short, my job gives me the responsibility to interact and co- ordinate with all the stake holders i.e., the candidate, the first tech panel, the second tech panel, the HR panel to close the requirement in the least time possible.** Achievements Have received honor of Business Enabler of the Year  Have got award for being included in Dream team  Appreciation and Celebrating points from Stakeholders and business.  Received Gold Medal from Berhampur University for being topper during Graduation. |  |

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