

Naga Lakshmi.P
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CAREER OBJECTIVE:

To be in challenging position where I can utilize my skills and put forth my best for the growth of organization and succeed in my career.

PROFESSIONAL SUMMARY:

- Having around 9+ years of rich work experience in Recruitment with a proven track record in In-house & IT Staffing.
- Target oriented and highly adept in building & leading teams that deliver timely and quality industry hires
- People management/leadership – train, mentor, manage, motivate and lead.
- Solid Background in Technical Recruiting, With a Strong Emphasis in Contract-To-Hire.
- Responsible for recruitment process and participated in full life cycle.
- Experienced in Handling Multiple Requirements Simultaneously.
- Hands on experience with job database for upcoming highly potential requirements.
- Maintenance of candidate database.
- Successfully scheduled interviews and follow up with client for closures.
- Excellent Interpersonal, Convincing, Salary Negotiation, Analytical & Problem solving Skills.

PROFESSIONAL EXPERIENCE:

- **Softomatic Technology Services Pvt Ltd** - Head Operations from July 2023 to till date.
- **Better Future Solutions LLP** – Recruitment Manager from Feb 2022 to May 2023.
- **Recerca Systems and Solutions** – Team Lead/Sr Recruiter from July 2016 – Feb 2022.
- **Tagit India Pvt Ltd** – Software Engineer from July 2014 to July 2016

ACCOUNT/Delivery Manager/Recruitment Manager-TAG RESPONSIBILITIES:

- Responsible for the complete end-end business development in the field of IT Staffing.
- Managing team leaders & recruiters to ensure timely delivery.
- Cold calls to the clients
- Accountable for recruitment delivery, team management, Stakeholder management, Escalation management, defining recruitment strategy
- Daily interaction with the Clients for gathering requirements and closing the positions
- Addressing client meetings/conference calls
- Maintaining Relationship with existing clients.
- Assigning requirements to the recruiters and ensure the submission.
- Follow up for timely payments from the clients
- Walk-in drives Coordination.
- Maintaining Report on Weekly/Monthly/Quarterly basis and for weekly review meeting.

Major Client worked: Tech Mahindra, Sonata.

Delivery to: Hall Mark Global Technologies, Satven, 1cloud Hub, Minfy Technologies

Account Manager/Branch Manager/Recruitment Manager

RESPONSIBILITIES:

- Responsible for the complete end-end business development in the field of IT Staffing.
- Managing team leaders & recruiters to ensure timely delivery.
- Cold calls to the clients
- Accountable for recruitment delivery, team management, Stakeholder management, Escalation management, defining recruitment strategy
- Daily interaction with the Clients for gathering requirements and closing the positions
- Addressing client meetings/conference calls
- Maintaining Relationship with existing clients.
- Assigning requirements to the recruiters and ensure the submission.
- Follow up for timely payments from the clients
- Walk-in drives Coordination.
- Maintaining Report on Weekly/Monthly/Quarterly basis and for weekly review meeting.
- Maintain, manage and monitor all branch related operational issues.
- Develop and execute branch sales strategies to maximize revenues.
- Ensure coordination between sales, marketing, accounts and administrative departments.
- Ensure training to recruiters & concerns leads.
- Prepare financial statements for the head office.
- Monitor expenses of the branch.
- Ensure profitable results in administrating branch office.
- Develop and communicate business strategies to the branch staff.
- Maintain all relevant databases and update.
- Prepare branch budget and submit to head office.

Major Client worked: Sonata.

Other Clients Worked: Oracle, Wipro, TCS, Mphasis, L&T, IBM(Maximo) Rubus Digital, Prolifics, Minfy Technologies.

Delivery to: Sonata, Global Logics, Prolifics.

TEAM LEAD-TAG RESPONSIBILITIES:

- Actively involved in complete Recruitment Life Cycle, Qualifying the Consultants to match the requirement of the Client, Coordinating Interviews with Clients and Consultants to the point of negotiating and closing the deal in minimum turnaround time.
- Lead and manage a team of 6 professionals, including selection/hiring, objective setting, performance management, coaching/development and training.
- Guide the team in tracking available resources, Systematic Talent Hunt, screening and short listing resumes based on the identified job and skill requirements.

- Helping & guiding the team to achieve objectives and keep them motivated.
- Responsibilities included coordination with different Account Manager's on daily basis to discuss the priorities of different jobs and getting feedbacks on submittals.
- Responsible for recruiting IT Professionals ranging in all different areas of the project life cycle.
- Worked closely on (Permanent and contractual hiring) requirements from clients.
- Training the team members on technology and recruitments.
- Conducted regular meetings, and coach and mentor recruiters to achieve professional success
- Mentoring, Motivating and Training the team Members
- Develop, evolve and maintain effective relationships with candidates
- Screening candidate's profile sent by recruiters before it gets submitted to client.
- Ensured and targeted daily and weekly resume counts were hit and ensured resumes were to company format and to client's expectations before sent out.
- Responsible for team targets that includes Daily, weekly and Monthly Targets with respect to Submissions, interview and placements

Clients Worked: PWC, Sify, Cyient, Accenture, Mphasis, L&T, IBM(Maximo) Rubus Digital.

RECRUITER-TAG RESPONSIBILITIES:

- Handling sourcing and screening of the resumes of the right candidate's profile through job portals / Referrals according to the client's requirements.
- Conducting preliminary interviews before sending to the clients.
- Obtain information about the candidate's level of education, areas of technical expertise, past experience, job history, and expectations.
- Sourcing profiles through Naukri and Monster.
- Maintain a record of profiles submitted in the database and also the details of job requirements handled so far, managing the candidates and client information.
- Coordinate with my senior recruiters to work as a team.
- Screening profiles suitable for Company requirements based on the salary offered, experience in the industry, skills and assignments handled.
- Follow up with the candidates till they join.
- Maintaining MIS Reports.
- Reporting to Team Lead.

Client worked: PWC, Sify, Cyient, Accenture

Technologies & Skills Handled:

- ☞ **ERP:** Oracle Application Techno Functional, PeopleSoft HRMS, Financials, Global Payroll - Benefits, SAP CRM, SAP ABAP Technical, SAP Security, SAP UI5, SAP SRM ARIBA, SAP Basis GRC Administrator, SAP Functional MM, SAP APO SCM Logistics DP-SNP, GATP, SEM, BPC, BPS, FICO, SD, PP, PM, PS, HR, HCM, QM, WM, SM/CS BI - Business Intelligence, BW – Business warehouse BOBJ
- ☞ **Web Application /Java Technologies:** JAVA, J2EE, Swing, Web Services, XML, MQ Series, Web Sphere, Web Logic, (JSP, Servlet, EJB), Core java, JDBC, Flex, Struts, Hibernate, Spring, ColdFusion, Hadoop/BigData
- ☞ **Microsoft Technologies:** C#, VB.NET, VB, ASP.Net, Web services, SharePoint, Crystal Reports, .NET, SQL Server, IIS

- ☞ **D365 F&O Technical & Functional & MPOS & AWHs & SCM & Finance & HRM Consultants**
- ☞ **Cloud Technologies-** Open stack, Cloud foundry, Apache, Puppet, Chef, Open shift, Jenkins, Chef, Docker, Cloud stack. Salesforce, Devops, Azure.
- ☞ **Oracle Technologies:** Siebel, Oracle Apps, Oracle Finance.
- ☞ **Open System:** C, C++, Perl, Solaris, Linux, PRO*C, UNIX, Windows
- ☞ **Infrastructure Management & Networking Technologies:** Switches, Firewalls, Router protocols, N/w Security, LAN, Desktop Engineering, Infra UNIX, AIX, Solaris, Linux, Middleware - Tibco, Storage, Tivoli, Autosys, NetBackup, Orchestration
- ☞ **IBM Mainframe:** CICS, IMS, VSAM, JCL, DB2, COBOL, OS/390, OS/2, AS 400, Control M
- ☞ **Database DBA:** Oracle DBA, Sybase DBA, DB2 DBA, Oracle Apps DBA. Teradata DBA, SQL DBA.
- ☞ **Software Testing and Tools:** Functional and Non Functional, Manual, Automated- Win runner, Load runner, Black box, White box, Test director, QTP, ETL, Data Warehousing Testing
- ☞ **Data Warehousing:** ETL Informatica, Business Objects, Business Intelligence BOBJ, Cognos, Data stage, SAS, Abinitio, Hyperion Teradata, OBIEE, OLAP

EDUCATION:

- **B. TECH (Information Technology)** from DBS Institute of Technology Engineering with **70%** in (2010-2014).

PERSONAL DETAILS:

Father's Name	:	Naga Lakshmi.P
Date of Birth	:	14 th Aug 1992
Sex	:	Female
Marital Status	:	Married
Nationality	:	Indian
Languages known	:	English, Telugu, Tamil
Address	:	Maple Homes, Gopal Nagar, KPHB, Hyderabad.