

MOUSAMI NANDI

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CAREER OBJECTIVE:

An astute HR Professional with 9.3 years of experience in recruitment, seeking challenging position with a reputed organization in the field of HR which provides opportunities for professional growth and advancement, where I can utilize my experience and acquired skills towards becoming a valuable team member.

PROFILE SUMMARY:

- Total experience of 9.3 years.
- 9.3years of focused experience in talent acquisition Consulting, IT recruitment and handling team of 3-4 recruiters.
- At present part of Accenture Talent Acquisition Campus Hiring and having experience in Sourcing, HR Interview, HR Operation, Demand Management, tracking candidates from Sourcing, recruiting to till onboarding,
- Managing Candidate lifecycle through an applicant tracking system.
- Responsible for candidate's Offer letter disbursement.
- Well versed with Recruitment Management End to End Cycle.
- Build strong relationships with candidate and associate with them for their career goal.
- Sound exposure working on diverse work environment.
- Expertise in recruiting for mid to senior level technology positions with diverse skill sets for leading Product based MNC.
- Rich exposure in delivery management & client interfacing.
- Excellent track record in building and maintaining candidate's relationship to ensure consistent talent
- Pipeline Proven ability to self-manage multiple positions by sourcing through professional networking,
- Internal database, job portals.
- Self-motivated professional who achieves results and perform several assignments simultaneously.

Educational qualification:

PGCHRM from XLRI, Jamshedpur 2018-2019

MBA HRM-Annamalai University -2009-2011.

PROFESSIONAL EXPERIENCE:

Organization : AlignBiz Technologies(Deployed to Client Accenture)

Designation : IT Recruiter.

Duration : Mar 2021- till date

Key roles and responsibilities:

- Part of Accenture Talent Acquisition Campus Hiring Team and having experience in Sourcing, HR Interviews, HR Operation,Demand Management and tracking candidates from sourcing ,recruiting to till onboarding.
- Building strong relationship with candidates from recruiting till onboarding.
- Achieving monthly onboarding targets.
- Maintain MIS to analyze the quality of hiring done based on the requirement.
- Initiating Offer letters to the candidates.
- Resolving candidate issues to their overall satisfaction.

Organization : Buzzworks Business Pvt India Ltd.

Designation : Assistant Manager- Recruitment.

Duration : Feb 2019 – Aug 2019.

Key roles and responsibilities:

- SPOC with clients to handle end to end recruitment.
- Meeting with clients on regular basis to understand the hiring updates.
- Building strong client relationship to get business for contract staffing.
- Achieving daily/monthly onboarding targets.
- Developing customized sourcing strategies, keeping in mind Cost of hire, delivery TAT, Candidate profile and resources.
- Maintain MIS to analyze the quality of hiring done based on the requirement of the client.
- Resolving customer complaints/issues to their overall satisfaction.

Organization : Anlage Infotech Pvt Ltd

Designation : Associate- Delivery Lead

Duration : May 2017 to Feb 2018.

Key roles and responsibilities:

- Understanding client requirements, client selection process and identifying best fit profiles.
- Understanding the technology and domain of the client.
- Mentoring and training juniors on technology and domain.
- Planning various search strategies to identify the required profiles.
- Sourcing profiles from professional networking, internal database, job boards, referral campaigns.
- Understanding candidate's resume, career plans and evaluation of their role fitment.
- Counselling candidates on how they should plan their career moves.
- Positioning relevant candidates to clients.
- Manage all candidate related issues leading to closure.
- Involvement in offer negotiation and post offer candidate engagement for better joining ratio.

Client handled- Symantec, Veritas, Verifone, Span Infotech, Mphasis, Symphony Teleca, Hitachi, Wipro Technologies, Oracle India, Tech Mahindra.

Organization : SilverLake Information Pvt Ltd

Designation : Sr IT Recruiter

Duration : Aug 2016 to April 2017.

Roles & Responsibilities:

- Responsible for full life cycle of recruiting includes sourcing, screening, interviewing, evaluating and closing the requirement.
- Browsing Job portals (Naukri, Monster, Times Jobs) for sourcing the profiles and Short-listing profile based on the specifications of the requirement
- Responsible for IT recruitment for C2H and permanent.
- Initial screening and short listing of candidate as per job description and job specification
- Conduct first level interview (Telephonic) to check communication Skills, domain skill interest level, availability, salary, etc.
- Scheduling the candidates and putting them for an interview.
- Feedback and follow ups with candidates and clients.
- Handled requirements of various experience level (junior to architect level).
- Monitoring and Maintaining of database.
- Salary negotiation with Candidates.

- Collecting relevant documents, Offer letter of the candidates to check the salary break up.
- Convince the candidate to join in a particular timeline to fill the position.
- Doing Post Offer follow-up to make sure the candidate joins within given timeframe
- Coordination with the candidates till the offer is rolled out

Organization: Maintec Technologies Pvt Ltd
Designation : Senior Executive Recruitment
Duration : Aug 2015-Aug 2016.

Roles and Responsibilities:

- Responsible for handling **End to End Recruiting Cycle** such as sourcing, screening, contacting, confirming, interviewing, and placing the qualified consultant.
- Interacting with Accounts Manger for getting the requirements, submitting the resumes, arranging the technical interviews and following with them for final status.
- Coordinating with Consultants and client side HR for on boarding the selected candidates.
- Dealt with Contract to hire.
- Managed all communication process between **candidates and clients**.

Organization : QSource Global Consulting Pvt Ltd.
Designation : I.T Recruiter.
Duration : Jan 2010-April 2012 and May 2014-Aug 2015.

Roles and Responsibilities:

- Sourcing, short listing resumes and arranging for Technical Interviews
- Conducting HR interview & finalizing the offer
- Conducting referral checks when required
- Keeping the track of details in Excel sheet and showing the reports to high authority people as per the request.

AREAS OF INTEREST:

- ✧ Recruitment.
- ✧ Administration.
- ✧ HR Generalist.
- ✧ HR Operation

STRENGTHS:

- ✧ Quick learning
- ✧ Dedication towards work
- ✧ Adaptability

PERSONAL DOSSIER:

Languages Known : English, Hindi, Bengali.

Address : Indiranagar, Bangalore.