



MONISHA.P

WORK EXPERIENCE

Glance Digital Experience, Bangalore
TA Co-Ordinator - April 2021 – Feb 2023

PROFILE

Dedicated professional with strengths in HR practice. Solid communication and interpersonal skills. Seeking to achieve long-term success and create impactful workplace. Competent HR Consultant with expertise in recruitment and performance management. Active listener, negotiator and interviewer captures fascinating insights to inform decision-making.

CONTACT

PHONE:
+91 9611288635

LINKEDIN:

[C:\Users\monisha.p\Downloads\
\(15\) Monisha P LinkedIn.html](C:\Users\monisha.p\Downloads\ (15) Monisha P LinkedIn.html)

EMAIL

Moni.ps1997@gmail.com

ACTIVITIES AND INTERESTS

Badminton, Dance, Yoga and others

SOFTWARE SKILLS

MS Office applications: Excel
Word PowerPoint Outlook

Candidate Experience: Expertise in coordinating the candidate experience is positive and professional throughout the recruitment process. This includes providing timely feedback, answering questions, and addressing concerns. Helping to solve conflicts and to expedite interview process if with roadblocks.

Compliance: Individual responsibility in ensuring the recruitment process is compliant with all relevant laws and regulations, including equal opportunity and affirmative action policies.

Data Analysis: Analyzed recruitment data to identify trends, areas for improvement, and opportunities to optimize the recruitment process. Also, created timely process reports based on the requirement. Worked on Identifying a major problematic escalation, finding its cause, or finding the trend through various data collection methods and surveys.

Onboarding: Individual responsibility for onboarding new technical hires, ensuring that they are integrated into the organization and have the tools and resources they need to be successful.

Evaluation: In every stage of interviewing, provided feedback to individual candidates. Tracking of selected candidates and maintained, followed up through email communication, and performed documentation.

Technical Sourcing: Managed individual responsibility for identifying and sourcing technical talent for the organization. The process may involve posting jobs, reviewing resumes, and conducting initial interviews.

Recruitment: Expertise managing technical recruitment processes, including conducting interview preparation, conducting reference checks, and negotiating employment offers. Additionally, expertise in IT recruiting processes related to backend, quality assurance, user experience, product management, and mobile applications.

Talent Acquisition Strategy: Worked on developing and implementing a talent acquisition strategy aligned with the organization's objectives and goals. This includes identifying new sources of talent, developing relationships and interacting with job agencies. Managed the flow of candidates through the recruitment process, from scheduling interviews to onboarding new employees and tracking and reporting data (Greenhouse), partnering with Recruiters, Hiring Managers, and candidates to schedule, coordinate and confirm interview requests.

CERTIFICATIONS

HR course certifications with
Zonal Tech Solutions in 2019

INTERNSHIP

Hinduja Global Solutions

EDUCATION

BMS College for Women -
Bangalore
April 2018
Bachelors in Business
Administration

MULTI RECRUIT, Bangalore

HR Consultant March 2019 - May 2020

- Supporting other functions as assigned.
- Scheduling interviews and filtering candidates for open positions. Understanding clients Job requirements by going through job descriptions and company's portals.
- Have hands on experience on Workable and ATS.
- Worked closely with managers, external recruiters, candidates in support of a business hiring needs.
- I have managed around 40 - 50 interviews per day for scheduling interviews across departments through google meet and zoom with hiring managers, handling last minute scheduling changes, creating offer letters.
- Meeting with managers and discuss about client needs and organizational plans
- Assessed clients HR function, evaluated efficacy, and recommended change strategies to improve HR delivery.
- Coached clients on GHR software and systems to better manage onboarding and payroll. Guided on diversity and equality strategies, improving overall inclusiveness of client's recruitment and retention practices.
- Updating candidate records within Applicant Tracking System (ATS)

KEY SKILLS AND CHARACTERISTICS

- Excellent Listener
- Friendly, courteous & service oriented
- Poised under pressure
- Recruiting and Hiring Talent
- Quality Assurance
- Solid written and verbal communicator

MONISHA. P

Bengaluru, Karnataka | moni.ps1997@gmail.com

RE: TA Co-ordinator; TA Support; TA Recruitment (Technical);

Dear Hiring Manager,

I am applying for an Open position at your organization because your mission and vision align with my values. As you'll see from my resume, what motivates me is working for organizations, like yours, that serve a higher purpose. I would love to bring my skills and experience to support your cause.

At my previous company, I had a reputation for being able to work with everyone. I enjoy figuring out what motivates people, finding common ground and getting things done. I am also good at post-incident meeting facilitation, priority incident recommendation and incident reporting which helps me to build productive relationships and achieve solid results.

Would you be open for a quick chat over the phone? Please let me know.

Sincerely,
Monisha.P