

Resume

Bosani Sivakumari
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Professional Summary

- Highly skilled Talent Analyst with around 5+ years of experience in HR Recruitment, Procurement Operations, including Vendor and Stakeholder Management with an expertise in hiring models such as MSP/RPO recruitment for both c2h & permanent staffing.
- Strong recruiting experience across various business units (Investment banking, Finance/Accounting, Pharma, Sales, Marketing, Technology, etc.)
- Adept at sourcing, screening, interview coordination, shortlisting candidates, verifying documents, onboarding, and separations to help the organization find the ideal candidate for the open positions.
- Used various sourcing tools such as Naukri, LinkedIn, Monster, Indeed, GitHub and Boolean Search.
- Frequently liaising with Business Leaders (Directors, Senior Managers, DU/DG Heads and Business Partners) to understand the business expectations to hire and onboard successfully the ideal candidates.
- Ability to conduct different types of interviews (e.g., structured, competency based and behavioral) and familiarity with HR databases, applicant tracking systems (ATS) and vendor management systems (VMS). Successfully hired resources for projects across the globe such as India, Middle East, European and South East Asian countries.

Educational Qualifications

- 2015- B.Tech(EEE) from Prakasam engineering college, JNTUK.
- 2011-Intermediate from Srichaitanya jr college.
- 2009- SSC from Anusha High School.

Skills & Expertise

- Job Postings & In-mails in LinkedIn and Naukri
- Interview Coordination, Team handling
- Market Intelligence
- Active Search & Passive search
- Database Management
- Staffing & Recruitment
- Permanent staffing
- ATS/VMS/Sourcing tools
- Stakeholder management
- Offer Negotiation/Release
- Vendor Management

Professional Experience

Company: Goldman Sachs – End 2 End IT Recruitment

Duration: Feb 2022– Nov 2022, Bangalore

Role: Sr.Executive

Key Deliverables: Client - Applied Materials (BU from Asia Pacific)

Defining Attributes: C2H & internal permanent hiring, Interview coordination, On-boarding, Extension, Separation.

- Managed both contract hires and permanent hires by frequently liaising with the stakeholders to understand their staffing needs.
- Identifying supply gaps, screening, interview coordination, selection and on-boarding, and induction were part of the responsibilities along with vendor and stakeholder management.
- Participating in intake calls with Hiring Managers and discussing the requirements.
- Load balancing among the team members, performance tracking, data management and daily/weekly reporting.
- VMS/ATS/Other tools Used: Oracle, WorkDay.
- Others: MS Powerpoint, MS Word, MS Excel, MS Teams, Outlook, SharePoint.

Role: SR. IT Recruiter

Duration: May 2021– Jan 2022

ACCENTURE, Bangalore

Key Deliverables: Accenture – Cross Market

Defining Attributes: C2H & internal permanent hiring, Interview coordination, On-boarding, Extension, Separation.

- Managed both contract hires and permanent hires by frequently liaising with the stakeholders to understand their staffing needs.
- Identifying supply gaps, screening, interview coordination, selection and on-boarding, induction were part of the responsibilities along with vendor and stakeholder management.
- Increased supply-to-onboard ratio and candidate pipeline 43% by effectively prioritizing the tasks/demands and utilizing the suppliers.
- Load balancing among the team members, performance tracking, data management and daily/weekly reporting.
- HRIS tools Used: IQNavigator, Workday, Abacus, DocuSign.
- Others: MS Powerpoint, MS Word, MS Excel, MS Teams, Outlook, Hirevue (for scheduling)

Company: People strong Technologies

Client: TATA Power

Duration : March 2021– May 2021, Gurgaon Area, India

Role: Recruitment Consultant

Builds and maintains credibility by understanding job types and job roles across the organization.

Have a good experience in handling IT on Non-IT Clients.

Roles & Responsibilities:

- Sourcing and shortlisting of IT & Non-IT candidates as per client requirements.
- Sourced candidates from major job boards like Naukri, Monster.com, which also includes Passive Search, Research, Active Search.
- Contract staffing.

Company: Ten path Solutions Pvt Ltd (247HeadHunting)

Duration: Aug 2017 –Dec 2019, Hyderabad Area, India

Role: IT recruiter (Domestic)

Sourcing & recruiting experience in the environment for IT clients, End to end recruitment.

Handling the sourcing part in Pharma industry US clients named Astrix, BCBS, Kelly services, Beyond-soft etc.

Duration: Aug 2016 –July 2017, Hyderabad Area, India

Role: Sr.HR Associate

Builds and maintains credibility by understanding job types and job roles across the organization.

Have a good experience in handling IT on Non-IT Clients.

Roles & Responsibilities:

- Sourcing and shortlisting of IT and NON-IT candidates as per client requirements
- Sourced candidates from major job boards like Monster, Dice, Hot jobs and Career builder, which also includes Passive Search, Research, Active Search.
- Used advanced techniques to find passive candidates from Google, LinkedIn, ZoomInfo.
- Experience in Boolean search techniques.
- Proficient in Ms- Word, Ms- Outlook, Ms- Excel, Ms- PowerPoint and Internet search engines.
- Consult with clients in order to best leverage their critical expertise during the recruitment process.
- Identify and qualify candidates through sourcing tools such as Boolean sourcing, social networking (LinkedIn , Indeed, Facebook, Twitter, Git-hub etc.), internal/external job boards.

Specialties: Job board sourcing/Passive Sourcing, LinkedIn Sourcing

Extensive experience on wide range of both IT and Non - IT Requirements.

Strengths

- Good in Interpersonal relationship and communications with good verbal and written communication skills.
- Getting along with people easily and being an active member in a team with good leadership qualities.
- Ability to grasp & learn new concepts and to assimilate new technology quickly.

Personal Information

Date of Birth : 12-06-1994

Father name : B.Koteswara Reddy

Permanent Address :3-140,Dantpalli(V),Prakasam (D),A.P-523367

B.Sivakumari

