SWETHA. K.V

SK

Hyderabad, India 500090
kv.swetha1130@gmail.com / +91-7893366042

SUMMARY:

- MBA Graduate with 7+ years of extensive experience in Talent Acquisition. Experience in Technology (IT) Hiring.
- Working as part of human resource team and serving as a liaison between Talent Acquisition & Business Stakeholders. Ownership of the design & management of Talent Management Process while recognizing resource needs and forecasting the future needs.
- Proven Experience in handling across multiple technology domains like Data Science, Data Analytics, Machine Learning, Microsoft Technologies, Digital, Cloud, DevOps, Big Data, RPA, ETL, Sales Force and ERP.
- Industrial Vertical Exposure to Software Engineering, Infrastructure, Health Care, Telecommunication and BFSI.
- Good teamwork and has ability to understand and adapt to new technologies and environment faster.

SKILLS

- Talent Acquisition Specialist
- Stakeholder Management
- Corporate Hiring
- Induction Co-ordination
- Interview Co-ordination
- Resource Management

- Technical Recruitment
- Technology Hiring
- Vendor Co-ordination
- Technical Recruitment Certified Professional

EXPERIENCE

Senior Talent Acquisition Specialist / Tech Mahindra – Hyderabad, India, 3/2021 – 6/2023.

Tech Mahindra is part of the US $15.4 billion Mahindra Group and is a leading global systems integrator and business transformation consulting organization. Tech Mahindra capabilities spread across a broad spectrum, including Business Support Systems (BSS), Operations Support Systems (OSS), Network Design & Engineering, Next Generation Networks, Mobility Solutions, Security consulting and Testing. Tech Mahindra has a global footprint through operations in more than 31 countries with 17 sales offices and 15 delivery centers.

- Managed lifecycle talent acquisition processes, from initial job promotion to resource onboarding.
- Responsible in handling the requirements from junior level to senior level.

- Exposure in Handling Full Recruitment Life Cycle starting form Requirement Requisition till offer role out followed by documentation required for BGV and Final onboarding for associate.
- Sourced though different channels like Job portals, social media, Internal database and Employee Referral's.
- Good in Employee engagement till candidate join.
- Identified recruitment areas in need of improvement and recommended strategies to address and resolve issues.
- Monitoring the candidate's database for the future meet.
- Involved in Stakeholder management and Vendor coordination.
- Handled Bulk Recruitment (Hiring Events) and Walk in Drives.
- Developed & maintained dashboards, resource utilization reports, and necessary Talent Management metrics and generated ad-hoc reports as per management requirements.
- Experience in working on Application Tracking System Pace HR and Ceipal.

Senior Executive Recruitment / Trainz Digital Pvt Ltd – Hyderabad, India, 12/2019 – 09/2020.

Trianz Digital Pvt Ltd –Service based company on fortune 500. Trianz is a highly diversified IT Software company, incorporated in Silicon Valley, USA since 2001.

- Handled end to end recruitment process, from Sourcing to till onboarding the resource.
- Handled Stakeholder management and Vendor management.
- Handled Bulk Recruitment (Hiring Events) and Walk in Drives.
- Good Exposure in working on Application Tracking System TalentO.

Senior HR Consultant / Magna Infotech Pvt Ltd – Hyderabad, India, 09/2017 – 08/2019.

Magna Infotech Pvt Ltd - Magna Infotech is an ISO Certified Premium Provider of IT and Software Services Companies in India. Magna Infotech Provide IT Services to Business Partners worldwide; Incorporated in Danbury, USA since 1995, A Team of 10000+ employee organization with skilled IT Professionals. It provides Staff Augmentation services for over 200 clients on diverse skill sets, besides providing quality, cost- effective and value-added IT solutions and end-to-end customized e-learning solutions to 100 of the Fortune 500 clients.

- Perform end to end recruitment (Requirement gathering, Sourcing, Job Posting, Mass mailing, Screening, Scheduling discussion, Onboarding)
- Job Description preparation after analyzing the requirements received from clients.
- Building a good reputation with the Offered Candidates even after the DOJ.
- Involved in Bulk Hiring and Walk in Drives.
- Leading team of recruiters and mentor/train them to get to the next level in recruiting and be accountable for the results of the team, including developing team culture, engagement of team members, and their motivation.
- Experience in working on Application Tracking System (ATS).

RPO: UHG (Optum) - Feb 2019 – Aug 2019

UHG (Optum) – Product based company is ranked 6th on fortune 500. UnitedHealth Group is a highly diversified health care and IT Software company, incorporated in Minnetonka, Minnesota, USA since 1977.

- Involved in Employer Branding, Internal Resourcing (IJP's), Direct Sourcing, Candidate Management, Interview Scheduling, Employee Referral's, and Cost-Effective Recruitment.
- Exposure in Handling Full Recruitment Life Cycle starting form Requirement Requisition till Offer Role out followed by Documentation required for BGV and Final onboarding for associate.
- Involved in Stakeholder management and Vendor management.
- Handled Hiring Events and Walk in Drives.
- Experience in working on Application Tracking System Taleo.

Senior HR Executive / Cygnus Pro Software Solutions Pvt Ltd – Hyderabad, India, 11/2014 – 12/2016.

Cygnus Professionals Inc. – A global IT company envisions in Business-IT Transformations through progressive solution platforms and technology consulting. Headquartered in New Jersey (U.S, Cygnus Professionals Inc. is offering collaborative engagement through our partnership in developing, modernizing strategic solutions, supporting innovation and, product engineering through our technology and domain consulting services and out-of-the-box solutions/ Platforms.

- Handled end to end recruitment process.
- Coordinate in Walk in Drives and Campus Drives.
- Involved in interviews coordination.
- Having experience in induction process.

HR Executive / SIMS – Hyderabad, India, 12/2013 – 11/2014.

- Handle End to End Recruitment Process.
- Coordinate with short-listing candidates for on boarding process.
- Involved in Induction process.
- Explaining organization culture, Appraisal Process, Benefits etc. in HR discussion for internal employees.
- Assisting in training program and maintaining employee files.

EDUCATION:
- MBA: Human Resource Management, JNTU – 2011.
- BSc: Computer Science, Acharya Nagarjuna University – 2009.

CERTIFICATIONS
- Tech Recruitment Certification from DevSkiller, License number: 3QZmwyCQJSxlI7d9B2Hcxn.
- SAP HCM, Software Component SAP ECC 6.0 from March 2013 to October 2013.
- SAP ABAP, Software Component SAP ECC 7.0 from February 2012 to July 2012.

LANGUAGES
- English, Hindi, Telugu

ACCOMPLISHMENTS/ AWARDS
- Received Star performer award in Magna Infotect, 2018.