

Neha Tapare



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Talent acquisition specialist

Experience Summary:

- Strategic HR Talent Acquisition Professional with 10+ years' experience in high impact portfolios in industries like Trading, Information technology services and Product, Healthcare and life sciences, Logistics & Supply Chain, Manufacturing, BFSI, Shared Services. Expertise in Hiring for India, Sri Lanka, United states for local & Indian Expat's for global entities across worldwide.
- Core Skills— **Team Management, Client/Stakeholders Management, Requirement Management, Vendor Management, Offer Management, Background Investigation and Employee Referral, Strategic Hiring, Head hunting**, competitor mapping & hierarchy mapping, Revenue and cost optimization, budgetary governance, financial reporting.

Recruitment tools Used

- **Job boards** – Naukri, Shine, Indeed, Dice, Career builder, Zip Recruiter, Simply hired, Monster, Times jobs, Techfetch, Google+, Healthcare job site, Sanagajobs, Healthcallings, careervitals, Healthcareer etc
- **Passive recruitment** using **Social networking** sites - LinkedIn, Xing, Facebook-Search is back, Twitter, Youtube, Pin interest, Reddit, Snapchat, Instagram, Flickr, Dribble, Behance.
- **IT Networking** - Github, Stackoverflow, Quora, Blagosphere.
- **Application Tracking System (ATS)** - Bullhorn, Workable, Greenhouse, Jobdiva, SAP Success Factors, iCIMS, Jobvite
- **Video interviewing** - Convey IQ, HireVue, SparkHire, Wepow etc
- **Technical testing and assessment tool** - HackerRank, Codility, TestDome, Codercred.
- **Psychometric** testing tool - Pymetrics, Predictivr Index, HireSelect, HRAvatar, Wonscore.

Skills Hired:

Leadership hiring- Architects (Solution, Integration, enterprise) Salesforce architect (Vlocity, LWC), Data Architect, Program manager, Product manager, Engineering manager, technical project manager.

Lateral/mass hiring- Java, .NET, UI (React/angular), QA

Niche skill hiring- RPA (Blueprism & Workfusion, UI path, Automation anywhere), AI & Machine Learning, Data Visualization, Power BI, Tableau, Data science, Cyber Security, ATVM, Consulting, Alteryx, Application & Production Support, WCS, Hybris, Guidewire, Asset Management (Maximo & Oracle EAM), CRM, Content Management (WordPress, Drupal), MS Dynamics 365, PHP, Tableau, Hadoop, Big Data, Data Science, Automation Tester, QlikSense, Qlikview, Salesforce Dev, Vlocity dev/lead, Cerner dev/lead, US healthcare prayer.

Recent Achievements:

Lead of the month Feb' 23- Persistent Systems Ltd

Education

- **RYT 200** Yoga Teacher Training Course, O Yoga Universal, Pune 2017
- **Yoga Instructor** & Yoga Therapy Course, Unnati Yoga Therapy and healing center 2017
- **MBA** (Human Resources), **Pune University**, Pune, India. (GPA-3.0) 2008-2010
- **Diploma** in Labor laws & labor Welfare, **Symbiosis International University**, Pune. (GPA-3.1) 2010-2011
- **SAP HCM R/3 ECC 6.0** (Human Resources), **Lithan Genovate**, Pune, India. 2011-2012
- **BS** (Biotechnology), **Pune University**, Pune, India. (GPA-3.1) 2004-2007

Work Experience

Persistent Systems Ltd

Andheri (E), Mumbai

Associate Manager- Leadership hiring (India)

May 2022 to Current

Responsibilities:

- Hiring for India Leadership team (Grade 7x and 9x) for BU- Hi Tech, Consumer, Salesforce, Healthcare and life sciences (HLS) and Sri Lanka lateral and leadership hiring.
- Global Leadership Hiring: Delivery heads, Delivery partner, Chief/ Principle/ Enterprise/ Solution/ Integration Architects, Principal engineering manager, technical project manager, Program Manager etc. Managing complete recruitment life cycle for senior level hiring across industry-OU and location specific hiring for Sri Lanka.
- Lead a team of 5 recruiters for managing End to end ownership of Talent acquisition workflow for the Delivery Units, including sourcing, application process, screening and interviewing, employment offers and negotiations and final onboarding and Talent Engagement.
- Responsible for fulfillment of target: 100% of NL HC guidance for the quarter
- Cost optimization with monitoring channel mix - Vendors and ER ratios as per guidelines. ER Program- Increased employee reference hire percentage from 12% to 28%.
- Inclusion & Diversity Program- average increase of 4 % per year hired differently abled candidates & successfully placed them in various support & delivery team.
- Candidate pre-onboarding engagement: Despite the hiring boom, maintained the offer decline ratio to 26- 28% by improving candidate experience.
- Social Media Hiring: social media hiring ratio has moved from 2% to 14%
- Responsible for maintaining Recruitment revenue matrices- Time to fill, time to hire, cost per hire, revenue per recruiter, submittal: interviews: Offer: position fulfillment, Average position fulfillment value etc.
- Maintaining recruiter performance matrix- Joiners per recruiter (Team target at BU Level): achieve desirable JPR number to maintain required ROI. Goal setting and periodic performance evaluation for the team.
- Monitoring Indents flow- Overdue workable Indents <20%, indicate Indents fulfillment timeline and efficiency.
- Achieved desirable CPR (Cost per hire) created plan to hire within salary grids-10%: 80% of Hiring should be within CNB team approved compensation grade limits.
- Dashboard reporting-Weekly incremental status reports to delivery, Highlight challenges. Weekly Reports (DH and DP Level): Weekly Dashboard at DH, DP Level in line with OU Dashboard including Top Accounts, Critical Accounts Demand / Supply Summary: Incremental & YTD View by BU's: Published to Business, Daily Funnel Reports.
- Demand validation: Oversee weekly demand validation with delivery/TM Team
- TA Process adherence and compliance with Zwayam ATS optimization guidelines.
- Team management: Voluntary Attrition to be not more than desirable limits and Monitoring Peakon survey to achieve desirable Team engagement and satisfaction level, take necessary actions to improvise it.
- Building strong Network to develop new professional relationships for effective service delivery and more resourceful business insights.
- Driving as P&L Head for Stakeholder management, Recruitment Deliverables & Research, Business Forecasting & Analytics.

Eclerx services ltd**Recruitment consultant/ Process Manager (India)****Airoli, Mumbai****Mar 2021 to May 2022****Responsibilities:**

- Identifying future hiring needs and developing job descriptions and specifications
- In-depth functional knowledge of the process area and apply it to operational scenarios to provide effective solutions.
- Identify discrepancies and propose optimal solutions by using a logical, systematic, and sequential methodology.
- Collaborating with department managers to compile a consistent list of requirements
- Assessing applicants' knowledge, skills, and experience to best suit open positions
- Promoting the company's reputation and attractiveness as a good employment opportunity
- Keeping up-to-date on current employment legislation and regulations and enforcing them within the company
- Providing recruitment reports to team managers
- Experience with recruitment processes and databases
- Self-directed, proactive and seize every opportunity to meet internal and external customer needs and achieve customer satisfaction by effectively auditing processes, implementing best practices and process improvements, and utilizing the frameworks and tools available.
- sourcing candidates through databases and social media and conducting interviews
- Responsible for day-to-day management of direct reports for work supervision & direction.
- Highest weightage of KRA lies in Demand fulfillment within Deadline, hence plan sourcing strategies with team.
- Initiate buffer hiring niche opportunities to minimize any loss of business.
- Managed and organized all hiring processes from start-to-finish - recruiting candidates, assessing resumes, interviewing, hiring, and onboarding all new employees.
- Engage with BU Heads to understand the demand forecasting and initiate proactive hiring for the same.
- Coordinating with different project stakeholders to understand quarter-to-quarter need and manage the overall project Margin while hiring high cost resource.
- Share monthly demand status with Business Heads and put forward hiring challenges with alternate solutions and channels.
- Get annual projection of Campus hires for different BU heads & Principle stakeholders and map it to Campus team to initiate hiring, Intern conversion basis cross training & skill development scores from L&D.
- Responsible for coordinating, promoting and tracking company Talent Referral Program.
- Innovate different Candidate engagement processes during drives so that the maximum footfall utilization happens.
- Ensure to track, measure, report and evaluate vendor performance.
- Segregate vendors based on their capabilities on Strategic or Lateral or Volume hiring

Shorewise consulting**Senior Recruiter/Delivery Head (India)****Thane, India****Apr 2020 to Mar 2021****Responsibilities:**

- Involved in EE recruitment including sourcing, interviewing, salary negotiations to on-boarding.
- Tools using currently ATS- Vultus, communication tool- Slack, Job portals-Naukri, Social media- LinkedIn, Github, Free job posting sites- aasanjobs.com, placementindia.com, iimjobs.com, amcatjobs.com, quickerjobs.com, Pipedrive CRM, Zoominfo for business development.
- Responsible for requirements assign to the team, guiding about recruitment strategies, clarify team doubts.
- Handled team of 6 recruiters, also involved in End to end recruitment with achieving my daily submission target of 6 resumes.
- Determine current staffing needs and forecasts needs.
- Develop talent acquisition strategies and hiring plans.
- Ensure positive candidate experience by providing adequate information about the role, setting expectation about organizational culture, work atmosphere, taking interview feedback.
- Assist team members, their retention and development.
- Adept in full cycle recruiting, sourcing, different selection methods and techniques, promote employment branding.
- Use matrix to create reports and identify areas for improvement. Analysis of P and L statement plan action of plans and execute.
- Generating requirements from existing clients and new clients. Give suggestions on recruitment strategies to management and implementation.

- Identify potential clients and build relations in order to generate business requirements, working as strategic planner for existing accounts.
- Client Engagement
- Achieve the sales / revenue target from new and existing clients.
- Create / maintain excellent relationships with clients and with the specified persons and be able to tailor pitch the service according to their specifications.
- Responsible for requirements assigned to the team, guiding about recruitment strategies, and clarifying team doubts.
- Responsible for India Team delivery and client submissions and follow up with clients on the progress of submissions made.
- Identify new business opportunities and be responsible for Pipe drive CRM activities and Pre sales and Post sales activities.

Soch-Inc

Corporate Technical Recruiter and Sales

Richmond,VA,USA

Feb 2019 to July 2019

Trillium Staffing Solutions, Richmond, VA

Technical Recruiter

Richmond, VA, USA

Jan 2014 to Dec 2016

Intelizign Engineering Service, Pune, India –

Senior Executive Human Resources and Corporate Recruiter

Pune,MH

Dec 2010 – Aug 2012

Shree Balaji Infotech, Pune, India –

Executive Human resources & Corporate Recruiter

Pune, MH

Jun 2008-Apr 2010

Extra-Curricular Activity

- Conducted guest lectures on '**Interview Skills & Techniques**' for undergraduate students.
- Certificate of participation for volunteering Project Management Institute, Pune - National level seminars.
- Won 1st runner-up prize in Paper presentation on '**Global Warming**' at national level seminar.
- Won **Product presentation and detailing contests** in quarterly performance reviews meetings at MERCK PHARMACEUTICALS
- Project Yoga Richmond - Sign in Volunteer and special events volunteer.
- Hindu Temple of Virginia, Richmond VA - Service Volunteer
- Maymont national Park, Richmond VA - Event Management Volunteer
- Teaching Community Gentle Yoga classes every week - Open to everyone.