

**NIVEDITHA M**

Senior Executive (Talent Acquisition)

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**Professional Summary**

HR professional with a demonstrated record of accomplishment across 4 years and 6 months of industry background, a self-starter mindset, and excellent analytical skills Focused on enhancing business efficiency and team productivity by sourcing high-quality candidates and minimizing turnover. Driven to devise and implement successful recruiting strategies to build candidate pipelines and attract top talent. I would like to work hard with full determination and dedication to achieve organizational as well as personal goals.

**EXPERIENCE****1. 24[7]ai International BPO Bengaluru.****Senior Executive (July 2020- Till date)**

- Consulting with Stake holders and provide solutions on talent planning, staffing, compensation, and benefits in teams of Organizational development.
- Build strong partnering relationships with vendors and hiring managers in the organization.
- Assigning requirements and setting expectations with the vendor for bulk hiring.
- Scrutinizing the profiles, according to requirements.
- Scheduling of various rounds of Interviews (Telephonic or face-to-face or Online) for the candidates and coordinating with the Operations Panel to make them available for the interviews.
- Handling IT & Non IT Hiring (Customer support, Technical support, Voice and non voice hiring)
- Involved in Lateral Hiring, which starts from Process Leader> Assistant Manager> Manager> Sr. Manager.
- Handling Campus recruitment drives.
- Involved in Salary Negotiation with candidates.
- Managing the post-selection activities such as documentation and generation of offer/ appointment letter, etc.
- Sourcing profile form Job portals and social networking site.(LinkedIn, Naukri, Hirect, Indeed, Monster and Shine)
- Short listing, scheduling and screening candidates for interview.
- Taking the whole ownership in achieving the targets.
- Keeping a track/feedback of all called candidates on a daily basis.
- Brainstorm with the Hiring managers.
- Handling Volume Hiring / bulk hiring and lateral.
- Involved in diversity hiring.
- Engaged and executed employee referral program.

**2. Accenture solution Pvt Ltd deputed by Alchemy Techsol India Ltd.****Sourcing specialist (Dec 2019– July 2020)**

- Handling End to End IT and Non IT Recruitment
- Develop and execute recruiting plans to meet the hiring requirements

- Conduct regular follow-up meeting with hiring managers to determine the effectiveness of recruiting plans and implementation
- Involved in sourcing, screening, qualifying, scheduling interviews, rate negotiations, and closing the candidates
- Responsible for planning and coordinating of events, assessments and interviews for hiring candidates
- Part of Business Excellence and Robotic process automation (RPA) hiring team in Accenture.
- Coordinate with documentation team for smooth on boarding of the candidates
- To participate in campus drive, job fairs
- To publish recruitment dashboards.

### 3. ALP Consulting pvt ltd Bengaluru

**HR Recruiter** (January 2019- November 2019)

- Involved in sourcing, screening, qualifying, scheduling interviews, rate negotiations, and closing the candidates
- Interact with managers to understand/ analyze the requirements
- Conducted the day-to-day recruiting and placement activities for various clients
- Screening the candidate according to the skill set and checking with candidate technical, communication, functional etc
- Identify and approach potential candidates by using all available candidates sources
- Conduct phone interviews of consultants and check their suitability towards the requirement
- Preparing the candidate according to the job needs and explaining the every basic information of the project and roles and responsibilities for the same and rating the candidate skill to the client
- Worked on the requirements like Accounts Executive (P2P, OTC, R2R, Telecom billing, collections), HR (HR Operations, IT/NON IT Recruiter, Customer support/ Voice and chat process and have worked for IT Requirements as well like RPA Developer and Business excellence.
- Worked on the requirements like Accounts Executive (P2P, OTC, R2R, Telecom billing, collections), HR Operations, IT/NON IT Recruiter, Customer support/ chat process and have worked for IT Requirements as well like RPA Developer, VBA Developer, Web Developer, Telecom Networking, Process associate, Procurement operations and so on.

### 4. Ornnova Technologies Pvt Ltd Bengaluru

**HR Executive** (January 2017- May 2017)

- Worked on releasing of offer letter to new joiners
- Status change for Date of Joining confirmed offer cases
- Handling candidate queries on calls and also doing email support for various queries for the fresher's recruitment process
- Communicating with the candidates for screening or lack of information through email

## INTERNSHIP

### MBA – VOLVO CONSTRUCTION EQUIPMENT”

Project Name	“A Study on Employee Engagement Practice at Volvo CE”
Project Duration	December 14, 2015 to February 17,2016
Team Size	Individual
Role	Human Resource
Responsibilities	<ul style="list-style-type: none"> <li>• Worked on Human Resource Management</li> <li>• Interaction with various department helped in knowing the unique behavior</li> <li>• Active importance for quality, environmental care and safety</li> </ul>

**Completed 2 months Internship at Volvo Construction Equipment, “A Study on Employee Engagement Practice at Volvo Construction Equipment**

## EDUCATION

**Master of business Administration (2014-16)**

Visvesvaraya Technological University, Atria Institute of technologies, Bengaluru.

**Bachelor of Commerce (2011-2014)**

Bangalore University, Shree Jagadhguru Renukacharya College of Arts Science and Commerce, Bengaluru.

**ACTIVITIES AND HONORS**

- Awarded as the Best Performer for the year 2020-2021 (100% annual target achieved)
- Achieved the highest number of closures in a month 2023
- Participated and Won prize in various management events such as product launch, Inter college competition during the course of Bcom and MBA.

**PROFESSIONAL SKILLS**

- Deft in **Talent Acquisition** Process - From Sourcing to On boarding.
- Adroit Sourcing Skills - Expertise with Various Job Portals including Naukri, LinkedIn, Hirect
- Passive **sourcing**.
- Proficient with LinkedIn Recruiter (as a global **sourcing** channel).
- Stakeholder engagement.
- Offer Creation / Negotiation
- Team management
- Microsoft Office – Excel, Word, and PowerPoint

**PERSONAL DETAILS**

- Father Name: M.Manjunath
- DOB: 03-09-1992
- Marital Status. : Married
- Language Known: English, Kannada, Hindi and Tamil

**DECLARATION**

I hereby declare that all the above furnished information is true and correct to the best of my knowledge and belief.

**M.NIVEDITHA**