

PRIYA SHETTY

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TALENT ACQUISITION MANAGER (10yrs)

Talent Acquisition Manager with substantial expertise directing large scale corporate programs to maximize recruiting efforts for industry leaders. An experienced leader with expertise in full-cycle recruiting and building corporate relationships that result in high quality hiring for different roles. Ability to work with management to identify methods for increasing employee productivity and engagement. Strategic thinker and self-motivated recruiter capable of exceeding quotas for time to fill, client/candidate satisfaction, and retention through inventive sourcing strategies in a fast-paced, deadline-driven environment.

CORE COMPETENCIES

Strategic Recruiting Screening Onboarding Social Networking	Business Partner Offer Negotiations Campus Recruitment Training/Development	Talent Management Recruitment Process Vendor Relationship Performance Management
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WORK EXPERIENCE

BH CONSULTANCY, MANIPAL

Jun 2017– Dec 2022

Talent Acquisition Manager

Mar 2019 - Dec 22

Promoted to TA Manager.

- Lead, mentor and manage a team of recruiters to support the hiring of licensed insurance agents and MNC like Infosys, Bosch, Wipro etc
- Source, screen resumes and interview qualified candidates for all multifunctional.
- Handled a team of 10 associates, orient them and ensured to follow the SLA and delivered
- Schedule timely interview/s with hiring managers & other stakeholders
- Periodic quality check of the delivery
- Generating and distributing reports regularly and special reports on request to identify gaps and recommend correcting actions
- Managing the internal workforce (open position-interviews & closures)
- Conducting periodic process training for new joiners and team
- Works closely with the organization's HR partners to prepare candidate offers and offer letters, work with the Associate Director to set compensation for new hires.
- Track recruitment metrics, helping to assess the effectiveness of recruitment efforts.
- Campus Recruitment for Manipal, NITTE and Vadhira College.

Talent Acquisition Specialist

Jun 2017 – Feb 2019

- Worked as part of the recruitment team handling end to end recruitment (Posting of a Job to Onboard including vendor management and Employee referral bonus program)
- Handled onboarding activities ensuring completion of post offer employment checks namely criminal background checks, proof of identity check and Work permit check.
- Ensure all new hires complete the necessary forms for smooth onboarding.

- Conduct new hire survey.
- Handled a team of five in absence of Manager. Conducted weekly team meetings. Handled escalations and various audit requests.
- Involved in transition of various processes, assessment center and policies, documentation of the same and communication to the team.

SFJ BUSINESS SOLUTIONS PVT LTD, BENGALURU

May 2016 – May 2017

Team Lead

- Lead the team of 8 recruiters
- Worked as part of the recruitment team handling end to end recruitment.
- Worked in Capgemini as SPOC Mumbai location from Nov 2016 to May 2017
- Co-ordinated with BU and Panels to schedule interview and close the position in TAT.

MINDRIVER SYSTEMS INDIA PVT LTD, BENGALURU

Jul 2015 – May 2016

Sr.IT Recruiter

- SPOC for SAP Labs
- Lead the team of 5 recruiters
- Worked as part of the recruitment team handling end to end recruitment (Posting of a Job to Onboard including vendor management and Employee referral bonus program)
- Handled onboarding activities ensuring completion of post offer employment checks namely criminal background checks, proof of identity check and Work permit check.

MAITRI INDUSTRIES, MUMBAI

Jun 2012 - Jul 2015

IT Recruiter

- 3+ years of extensive experience in performing end-to-end in recruitment life cycle.
- Proven ability to self-manage multiple positions by sourcing, screening, qualifying, coordinating interviews and closing loop with the candidates.
- Deft in screening candidates, identifying, short-listing and closing the loop with candidates.
- Major strengths include strong problem-solving skills, effective communication and Time Management.
- Team worker, quick learner and possess excellent interpersonal skills.
- Recruited for contract, contract-to-hire and permanent positions.
- Volume Hiring-fresher, medium to high.

EDUCATION

Thakur College of Science & Commerce

2012

Masters of Science in INFORMATION TECHNOLOGY

Thakur College of Science & Commerce

2010

Bachelors of Science in INFORMATION TECHNOLOGY

Greater Mumbai Education Systems

2007

HSc.

Bombay Cambridge School

2005

SSC