



Priya Kawade

Lead Resource Manager



CONTACT INFORMATION

10/07/1993

Female

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SUMMARY

Methodical and thorough professional experienced, prepared to offer 6.9 years of experience and seeking a dynamic new position with Resource Management and adept at applying skills, resources and analytical techniques to make effective workforce plans. Proficient Workforce Analyst adept at collecting, evaluating and modeling data sets to make forward-thinking improvements to workforce plans. Well-organized and knowledgeable with top skills in complex problem-solving and strategic decision-making. Dedicated to keeping optimal staffing levels to meet service needs. Skilled at delivering new-hire training on attendance issues, as well as monitoring workflow patterns and managing schedule changes. Writing detailed reports, maintaining tracking spreadsheets and generating forecasts. Interaction with recruitment, Talent acquisition, Business partners on daily basis to meet the criteria on given time lines



EDUCATION

May 2012



June 2015

GHRCE (AUTONOMOUS), NAGPUR
BE (IT)

CGPA 7.91

May 2008



June 2011

BAJAJ POLYTECHNIC, CHANDRAPUR
Diploma (CSE)

71.03%

May 2000



June 2008

LTKV, CHANDRAPUR
10th (SSC)

72%



WORK EXPERIENCE

Dec"2021



Dec"2022

PERSISTENT SYSTEMS, PUNE
Lead Resource Manager

- Driven energetic, team player with superior oral & written communication skill.
- Understanding of demand supply & demand fulfilment.
- Driven daily, weekly calls with Talent Acquisition team, recruiters, HR team, stake holders, business partners, practice units as well as attended & suggested revenue calls with onsite clients.
- Managed escalation & conflict management.
- Build strong partnership/network relationships across the business unit to provide the highest levels of customer service.
- Assisted in new hire process by calling and scheduling appointments with candidates, filling out required paperwork and preparing manuals.
- Resolved problems and managed multiple tasks using strong planning and process management abilities.
- Coordinated with offshore sourcing and development teams to maintain supply chain workflows and ensure project deliverable schedules.
- Sourced, qualified and conducted screening interviews with job candidates.

Mar"2017



Dec"2021

WIPRO TECHNOLOGIES, BANGALORE
Resource Manager

- Bench engagement.
- Work closely with the Delivery and Business Leads to understand the current and future demand.
- Ensure timely fulfilment of multiple demands.



SKILLS

- Leadership – leadership skills to hire, supervise, train, evaluate, and manage employees successfully.
- Interpersonal, communication, presentation and relationship management skills.
- Ability to work in a team or as individual.
- Good Work Ethic.
- Data & team management.
- Relationship building.
- Friendly, positive attitude.
- Organizational skills.
- Flexible schedule.
- Special events planning.



INTERESTS

- Travel , Sketching & Music

- Proficient in MS Excel.
- Exposure in resource tracking, project allocations
- Play an active role in staffing resources through internal channels, coordinating with other BU RMG teams, creating a rapport with the Project Management.
- Demand validation and Fulfillment.
- Workforce Planning based on business forecasts including pipeline building, reskilling plans.
- Owning fulfilment life cycle and tracking progress.
- Working with practice team for up-skilling of pool resources.
- Auditioned and interviewed performers to match attributes to specific roles and increased available acting talent pool.
- Workforce Planning based on business forecasts including pipeline building, reskilling plans etc.

Dec"2015



Dec"2016

NCR CORPORATION, MUMBAI **Talent Acquisition Trainee**

- Sourced potential candidates through online channels(Social platforms & professional networks eg. Naukri, linkedin, dice.)
- Planning interview & selection procedures, including screening calls, assessments & in-person interview.
- Assess candidates information, including resumes & contact details, using company's application tracking system/tool• Posted positions on job boards, media and alternate sourcing channels to attract diverse talent pool.
- Used social media as recruitment tool by posting content and responding to inquiries or comments.
- Conducted exit interviews and new hire follow-ups to provide feedback to management.
- Reviewed referral candidates and contacted qualified individuals to request applications.
- Promoted company culture to establish company as employer of choice in local market.
- Informed job applicants of duties and responsibilities, compensation and benefits.
- Organized & attended job fairs, campus drives.



HONORS & AWARDS

2017-2022

- Persistent systems – Bravo & High-Five award
- Wipro Technologies– Fighter award, Excellent contribution to the winning team & Event management platform– Spotlight award.
- NCR– Good addition award.