

NIRMALA R SIRAM

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Career Snippet:

As a Talent Acquisition I'm willing to accept the challenges to build high performing teams with Niche skills. Having "CAN DO" approach I can assure of giving my hardest labor. Besides technical skill, problem solver, interpersonal, networking and strong communications are all the features, which represent me as a potential candidate. I do believe in the best and my goal is to give my best shot at every opportunity that comes in my way.

Summary:

- Over a decade of extensive experience in Talent Acquisition (Lateral), Stakeholder Management, and Recruitment Strategy Development, demonstrating a profound understanding of the entire recruitment life-cycle in IT & Non-IT.
- Actively involved in shaping organizational HR policies, fostering Employee Engagement & Relations, overseeing Performance & Appraisal Management, Leave Management, Compensation & Benefits, and Employee Attendance.
- Proficiently handled HR-Administration tasks such as generating Offer Letters, conducting On-boarding formalities, and facilitating Orientation & Induction processes. Skilled in utilizing HRMS for efficient payroll management.
- Specializes in Leadership Hiring across various IT Technologies, focusing on Mid-Senior level positions.
- Consistently meets stringent Turnaround Time (TAT) requirements, while excelling in Offer Negotiation.
- Possesses strong expertise in IT Recruitment, with a focus on roles related to Application Development in Java (Core & Advance), Frontend/UI, DevOps, TechOps, Cloud/Infrastructure/Testing, Non-IT, and Infra/QA.
- Demonstrates proficiency in diverse recruiting techniques, including Networking, Social Media (especially LinkedIn), Headhunting, Job Portals (such as Naukri & Monster), Employee Referrals, and Internal databases.
- Successfully leads and manages teams of 5 to 6 members.

Academic Qualification:

- Completed TYBA from Sathaye College, Mumbai in 2007
- SSC from New Mahim Secondary School in 2002

Certification:

- Diploma in Human Resource Management(DHRM) A+ Garde, from Welingkar Institute of Management Development & Research, Mumbai, in Feb 2009
- Diploma in IT – basic operations, windows, MS Office: Word, Excel(Hlookup, Vlookup, Pivot able), powerpoint, internet
- Typing speed 30 WPM

Rewards & Recognitions:

- Bronze medal recipient in swimming competition at the beginner level by Mahatma Gandhi Memorial Swimming Pool
- Participant in the 5KM marathon & awarded a medal by 4memoriesevent
- Recognized as the Best Performer for the year 2010 in Actuate HR for hiring the highest positions.

Skills:

- Employee Relations & Engagement
- Job description & Specifications
- Talent Acquisition & Recruitment
- Performance Management
- Training and Development
- HR Policy Development
- Compensation and Benefits Administration
- Conflict Resolution
- Leadership and Team Management
- HRIS and HR Software Systems

Experience:**VHR Solutions Pvt. Ltd.**

Apr 2022 to Jul 2022

Talent Acquisition TL

Job Responsibilities:

- Collaborating with Relationship Managers (RMs) to gather new requirements
- Managing the entire IT recruitment process from start to finish
- Maintaining consistent coordination with candidates until their date of joining
- Assigning requirements to the team and ensuring timely fulfillment within the defined turnaround time (TAT)
- Accountable for both individual and team performance in achieving recruitment targets Collecting all necessary documents for smooth onboarding and joining formalities Conducting comprehensive induction and orientation sessions for new hires.

VivaConnect Pvt. Ltd.

Nov 2019 to Apr 2022

Talent Acquisition Specialist & HR Operations

Job Responsibilities:

- Managed the onboarding and exiting process of all employees on the HRMS system at Keka Software, ensuring the provision of official documents and completing the FnF (Full and Final) process and payroll procedures
- Facilitated the Welcome Kit for new joiners, providing necessary materials and information for a smooth transition
- Conducted comprehensive induction sessions, introducing new employees to the management team, coordinating with the administration to create their I-Cards, and arranging computer systems as needed
- Utilized software to send regular updates to all employees regarding festival celebrations, birthday wishes, and employee engagement programs.
- Demonstrated a strong understanding of job requirements and effectively matched candidates with suitable positions.
- Managed and trained a team of six members, providing comprehensive training on the entire recruitment process.
- Developed effective recruiting strategies to meet staffing needs and proactively searched for qualified professionals.
- Screened resumes and applications to identify candidates that align with the job requirements.
- Conducted interviews and assessment processes to evaluate candidates' knowledge, skills, experience, aptitudes, and suitability for the roles.
- Established and maintained influential relationships with candidates throughout the selection process, serving as a primary point of contact.

- Conducted market analysis to identify talent pools and implemented reverse mapping strategies to fill niche positions.
- Analyzed employment data and prepared reports based on findings to support decision-making processes.
- Conducted research to identify new sources for active and passive candidate recruiting, recommending innovative approaches to talent acquisition.
- Developed and maintained a strong network of candidates through proactive networking and relationship-building efforts.
- Maintained accurate and up-to-date hiring data using relevant tools and systems.
- Actively participated in planning, organizing, & coordinating recruitment drives both on & off-campus

Shilpin Consulting Pvt. Ltd.(ARP Webon Pvt. Ltd.)

Talent Acquisition Lead

Oct 2018 to Oct 2019

Job Responsibilities:

- Worked as an RPO Consultant at IBM Client Location, providing comprehensive recruitment services.
- Managed the entire recruitment life cycle, including HR administration tasks.
- Successfully filled a wide range of positions in contract staffing, from low to high level.
- Acted as a Single Point of Contact (SPOC) between the organization and non-IT clients (Saheba, 1Pay).
- Collaborated with management to develop and execute effective recruitment strategies.
- Took charge of scheduling interviews, managing job offers, and ensuring timely on-boarding of resources.
- Established and nurtured recruiting networks and relationships with colleges, campus recruitment programs, career centers, and talent pipelines.
- Generated weekly recruitment activity reports for management and actively participated in recruitment calls with hiring clients.
- Conducted interviews with potential candidates using platforms like LinkedIn, job boards, internal databases, and social media.
- Handled offer letter administration, salary negotiations, preparation of salary slips, and guided candidates through background checks and on-boarding paperwork.
- Managed the selection and placement process, ensuring qualified candidates were matched with suitable positions.
- Maintained regular communication with candidates, guiding them through pre-joining formalities and addressing any concerns until their joining.
- Maintained up-to-date documentation and trackers for all hiring activities, and promptly addressed and resolved client issues within agreed timelines.

Future Focus Infotech Pvt. Ltd.

Sr. Resource Executive

Feb 2013 T0 Dec 2014

Job Responsibilities:

- Sourcing candidates through Social Networking sites (Social Media CoE), Job Portals, Advertisements, Database, Employee Referrals for the prestigious CMMi Level 5 Client for IT Software Division
- Taking the initial HR discussion, aligning the shortlisted resources for the technical/client discussion
- Post Selection documentation and filing for background verification checks
- Conducting walk in interviews, Generating Offers/ Appointment Letters, Confirmation letters
- Getting the background verification checks done from the respective teams
- All joining formalities and documentation checks on the day of onboarding
- Course-plotting meetings with the delivery on weekly basis to review the upcoming and ongoing requirements so as to aid quick closures.

Apex-IT Services

Resource Executive

Aug 2011 to Feb 2013

Job Responsibilities:

- Interfacing with the HR Manager for end to end process on requirements gathering, scheduling of candidates & joining confirmation
- Mentoring and briefing the team regarding new requirements
- Synchronizing with recruiters for scheduling interviews of prospective candidates as per the requirement
- Preparing daily report and assessing them on daily & monthly basis.
- Working on Permanent & Contract Staffing.

Actuate HR Solutions

Resource Executive

Jan 2010 to June 2011

Job Responsibilities:

- Interfacing with clients to gather requirements, understand their hiring needs, and establish effective working relationships.
- Handled clients – Wipro, Leo Technosoft Pvt Ltd
- Conducting thorough candidate sourcing through various channels such as job boards, social media, referrals, and direct sourcing.
- Screening and shortlisting resumes based on the job requirements and conducting initial phone interviews to assess candidate suitability.
- Coordinating and scheduling interviews between clients and candidates, ensuring timely and efficient communication.
- Providing guidance and mentorship to a team of recruiters, ensuring they are well-informed about new requirements and best practices.
- Preparing daily reports on the status of open positions, candidate pipeline, and other recruitment metrics.
- Preparing offer letters, salary slips, and manage the induction and orientation process for new hires.
- Handled employee welfare and engagement initiatives to foster a positive work environment.
- Managing attendance and leave management processes, ensuring accurate records are maintained.
- Authorized with petty cash - maintaining day-to-day expense management.

Additional Information:

Location: Mumbai

DOB: 27th Jul 1983

Marital Status: Single