Jyothsna Rao
Contact Number: +91 8197055699 / 7022281847(R) |
Email ID: jyothsnarao.humanresources@gmail.com | LinkedIn: http://www.linkedin.com/in/jyothsna-rao

Professional Synopsis:

- Dynamic, Result Oriented Talent Acquisition Professional with work equity of 10+ years in IT/ Telecom/ Networking Security Recruitments and Stakeholder management for APAC region [India, Japan, Singapore, Malaysia, Srilanka, Nepal]
- Strong team player, able to accept and deliver assistance to meet deadlines, self-directed, organized, capable of multi- tasking, and willing to shift priorities to meet business needs.
- Handled full-cycle recruitment end to end from head hunting, generating references, interviews coordination, Salary Negotiation, market study w.r.t. Industry Benchmark and On boarding.
- Robust with enormous energy and known as an influential and motivational individual with a special talent for building cooperative and productive work environments that foster achievement of team goals
- Architecting multiple scales of recruiting models or solutions and managing the transition and delivery.
- Diversity focused hiring across skills and leadership roles.
- Process improvement and planning for recruitment channels.
- Strong Vendor management and RPO Management.

Professional Experience:

Sandvine as Talent Acquisition Specialist
[Telecom Product Based Organization]
June '21 – June'23, Reporting to Global Head

- Handling Engineering, Network Operations, Service Delivery & Cloud hiring for Sandvine
- Stakeholder management- able to handle multiple demands and be able to build strong relationships across the business
- Partner with business leaders to understand resource requirement and finalized acquisition plans for sourcing potential talents
- Talent mapping through social websites, job portals, offline database to socialize the job postings
- Campus hiring from Tier 1 college, NIT and IIT's PAN India
- Proactively build pipelines while identifying potential candidates through web sourcing, networking, leveraging group research, candidate referrals and other creative ways to fill the candidate pipeline
- Call, screen, and sell prospective candidates on taking the first step toward discovering their career with Sandvine
- Locate and engage passive candidates through LinkedIn, Instahyre, Naukri, Monster, Talent OS and alternative search techniques
- Consistently maintain and track pipeline activity with weekly reports to share with Hiring Managers
- Build & maintain network of potential candidates through proactive market research and maintain Excel trackers.
- Set up engagement programs with the offered candidates until their joining to minimize backouts
- Well versed with ATS tools
- Ensuring a positive candidate experience from application to offer/decline.

- Coordinate and generate Offer Letters and follow up with candidates on post offer activities.
- Creating hiring plans and funnel for diverse candidates for niche positions
- Effectively utilize a diverse sourcing strategy to identify high-caliber candidates including the use of internet job boards, Internet mining, college recruiting, networking and more to attract & build a diverse candidate pool
- Regular Engagement with leaders and business for assigned requirements and open roles

Velankani Electronics Pvt Ltd as Lead: Recruitment - Human Resources
[Electronics Manufacturing Product Based Organization]
Oct'16 – May '21, Reporting to CFO/COO

Heading Talent Management & Transformation for 200+ engineering (VLSI) hi-tech start-up.
Ideating & executing the Talent Management, Capability Development and Culture Building in line with business plans. Conducting org diagnostics, pulse check and people analytics.   Actively setting up the best-suited HR practices.   As Anticipator using data to predict talent gaps and provide insights linking talent to business goals.
- Aligned to the COO office, working closely with line managers and function heads to charter their next level plan
- Consulting founders and business leaders to impact success through people function; Pivotal role in recent acquisitions
- Designed Team for Training & Development focusing on capability Building intervention across levels

Designed framework for performance alignment & leadership development. Formulated Score Card aligned to Organization. Implemented leadership personality assessment and participation in external forums
- Talent Philosophy & Business Partner: Formulated Talent Philosophy linking it to business. Initiated Role mapping & work role alignment, Promotion process
- Designed & anchored the Performance Management (via Continuous, Proactive & Forward-looking Review), Stimulating more continuous feedback between managers and employees helping them have structured conversations about how to align and improve performance.
- Managers Orientation: Weekly mailers on future of PMS themes, Monthly talk by senior leaders
- Accelerating performance development by focusing on Strengths
- Business partner to managers to build strong & cohesive teams
- Great Places To Work culture: GPTW metrics track; Launched Mentoring mobile app, Rolled out Anti-Harassment learning
- Young Leaders Program - Partnered vendor for immersive gamified & experiential development for young leaders
- Code Of Ethics for: HR dashboards, learning agenda for new employees assimilation, survey participation & engagement plans
- Created a good momentum Ramped up with multiple Joinees (90% of the offers)

Learning interventions, Org structure & designation-band matrix, (Simplified compensation by 1. Consistent job analysis & job evaluation methodology to achieve optimal internal equity & external competitiveness 2. Dramatically improve budget accuracy, reduce risk, and tie employee pay to actual business results 3. Forecasting business and fiscal results   to model different bonus payouts- 'Uniquely enabling a pay-for-performance culture'), Meticulous in effectively managing employees perceptions, Project Growth & Performance (Recognition ≠ Reward), HR Analytics (using Scorecard, Regression)

Employer Branding & metrics: Awarded for Implementing various initiatives to enhance the Brand proposition LinkedIn anchor: multiple followers; Creating Opportunity {'Mission', 'Culture & Values', 'People', 'Transparency'}

Culture & Org Development:
Partnering leadership team in key areas of "Cultural improvement & measures"

INVESTIGATION > IDENTIFICATION > INSPIRATION > IMPLEMENTATION > INTEGRATION

- Ideated Balanced scorecard for Leadership CXOs; Integrated Talent Review, Potential fitment & Succession planning
- Initiated Project level surveys, HR guiding values, live projects for students; Social-Media engagement for campus batch Internal and external branding through Career fairs, campus participation, social media, events & communication

Talent Transformation (Training & Development Program)
- Leadership Development (Focusing on one theme per month for emerging leaders)
- Designed & Implementing competency assessment framework (org wide)
- Listed in best places to work for, forums
- In house Young Leadership Program through various channels (Coaching by CXOs, CELL assessment, Readings)

B G Org as Associate Manager
[Manpower Consulting]
Apr'15 - Sep'16

Assisted Global Head-HR as PMO & Talent Management advisor in designing & executing people strategies for all employees

Effective Performance Management:
B G emerged as standalone group org. As a culture change challenge, our MD assigned me the project on "Moving away from BG curve culture focusing on young inspirational minds"

Competency Framework:
Partnered with experts for building technical & behavioral competency framework as a success model. Custodian for identifying competency gap, executing development strategy and evaluating content & effectiveness

Learning Academy:
- Collaborating with leaders, learners & learning partners for strengthening Organization Capability Institutionalized learning framework, streams & programs to org development - Insights! Consensus! Actions!
- Partnered e-learning vendors in technical & behavioral learning. Managed budgets & ensured effective utilization Facilitated initiatives for Learning Academy launch, Gamifying learning interventions, Inspiring managers program
- Engaged learners: 90% active users ("ROI"); Accelerating effective placement by capabilities development & readiness

Nispana Innovative Platforms Pvt Ltd as HR & Production Assistant Manager
[Manpower Consulting and Event Management]
Sep'13 - Nov'14, Reporting to Head HR

Handled Project Management operations, client requirements & ERP performance management, System specification consultant on how to design and implement ERP system, Lead generation using various databases
- Handling end to end recruitment independently for multiple technology requirements & projects, from sourcing to onboarding.
- Management of full life cycle recruitment. Recruitment of all level positions for various location (India).
- Talent Acquisition partnered with Sales, Delivery for recruiting and selection, development of staffing strategies, Organization development planning to successfully deliver client needs within time and budget agreed.
- Upon approval of a new requisition, work with hiring manager to obtain role briefing and to agree sourcing strategies and timelines.
- Sourcing, screening, interviewing and assisting in the placement of qualified candidates. Recruit assess and present top talents to hiring managers.
- Conducted lateral interview drives independently.

- Develop multi-hire sourcing approaches and work in partnership with colleagues across the network to tap sourcing channels.
- Headhunting and sourcing through various channels like Job portals-Naukri, Company career page, Social media (LinkedIn, Facebook), Employee & Candidates reference.
- Foster long term relationships with employees & candidates to develop a network for referrals.
- Maintaining daily, weekly and monthly tracker report in XL sheet, "Talent Pool" and send it to the reporting head at the end of the week.
- Proactively source and contact candidates for future positions, making prior contacts with the candidates to keep them in pipeline.

    Have Designed websites for the events to showcase details to clients in Middle East as a passion.

    Handled end to end recruitment for IT positions like designers, analysts, networking etc from entry level to senior level.

    Handled end to end recruitment for NON IT positions, ITES, Business Developers, Admin, Accounts Executives, Production Executives and Sales executives.

Tycooz Technologies Pvt Ltd as HR Executive
[IT/Software Firm]
Aug'11 - Sep'13, Reporting to Head HR

As a Human Resource Management have worked on below strategies for success stories.
Research
- Research Project at Tycooz - Analyzed wide range of HR Interventions
- Designed analytics and Competency Framework for a technology start-up
- Analyzed using surveys on "Impact of Employer Branding on Employee Engagement"- included multiple startups
- **Aspiration-Setting**: Set bold aspirations-a clear vision for the development of the relationship.
- **Relationship Strategy**: Set and execute a client relationship strategy that defines which issues to focus on, which opportunities to pursue and which individuals to invest in.
- **Team Leadership**: Create, manage and lead the team, providing appropriate coaching and mentoring along the way.
- **Client Leadership**: Perceived as a thought leader by senior client executives. Facilitate the development of a vision for the overall success of the company, business area or function.
- **Ambassadorship and entrepreneurship**: Identify, mobilize and deliver into the relationship the right people, solutions, resources and ideas from across the firm.
- **Commercial Management and quality control**: Successfully undertake contract negotiations, ensure financial success and monitor quality.

Qualification:
- BE in Computer Science (2007-2011) from Yellamma Dasappa Institute of Technology(YDIT)-Bangalore, VTU with distinction
- PUC (2007) from People Education Society(PES), Bangalore
- 10th (2005) from Carmel High School, Bangalore

Tech Skills I hire for:

Telecom– Security Hiring (Infra/Network Security-Firewalls & Cyber Security-SIEM), NOC(IP/MPLS, Routing, Switching, OSPF, BGP, MPLS), VOICE (SIP, TDM, VOIP, EWSD, IMS), LTE Core Network Elements, 4G, 5G, SGW, PGW, MME, IMS, Solution Integrator, ITIL/Operations, Project Manager/Program Manager, Business Analyst, Security Engineering, Service Desk, Datacenter Designer/Architect etc.

Cloud- Cloud Computing, Virtualization (VMWare, Kubernetes, OpenShift Cluster), Network Service Orchestration(CISCO), SDN-NFV, DevOps (Ansible, Docker), DevOps Architect, Private cloud, Public cloud, Hybrid cloud environments

IT /Technical- Java-J2EE, .Net, C/C++, Full stack, Frontend/UI, Node JS, Artificial Intelligence, RPA (Python, VBA CODING, SQL), Data Engineer, Data Analyst, Data Scientist, Scrum Master, Solution Architect/Business Analyst (OSS/BSS), Web methods, Oracle DBA, QA Engineer(Manual/Automation), CRM, Service Advisor, Desktop & Laptop Support Management, Server & Storage, Python Developer, Cloud Storage, Software Testing

As a HR Manager have managed a team of 20+ employees including Recruitment, Compensation Design, Induction/Orientation, Training and development, Job Rotation, Organization Structure Review, Promotion decision process, Employee Motivation –recognition and reward, career development, events to motivate employees - sports and cultural - team building activities, Employee Surveys, Implementation of Actions to improve employee satisfaction and motivation and many more.

Achievements:
Awarded best recruiter award (May 2019 & March 2021) for my tenure at VEPL with appreciation on due diligence, process orientation while staffing for various business units (Engineering, DevOps, Cloud)

Received multiple Inspire awards from different stakeholders for quality work and smooth delivery of critical projects.

Awarded for the best recruiter within the span of 7 months' work at Sandvine for over achieving the set Targets and saving the huge consultancy's fees (Feb 2022).

Interests:
Reading, Spirituality, Travelling, Teaching, NHRD learning, Analytics having passion for statistics

Personal Details:
Date of Birth: 10th November 1989
Permanent Address:5th Main, GiriNagar post, Bangalore - 560042