

NAVANEETHA SP

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Electronic city



Objective

To pursue a growth oriented career with a progressive company that provides a scope to apply my Experience and skills that would help me contribute my best to the organization.



Experience

ABB

June-2022 - Present

Talent acquisition specialist

Stake holder management

Sourcing and screening candidates

Interviewing candidates

Developing and executing recruiting strategies

Negotiating job offers

Diversity and inclusion recruiting

Microsoft Office Suite

Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting.

Experienced in Volume/Mass Hiring.

Proficient in recruiting candidates from all levels Junior Level to Senior Level.

Experienced into end-to-end recruitment process (sourcing to onboarding),

Scheduling, hosting and coordinating the interviews on Smart meet

Vendor Management for sharing a good/quality line ups on daily basis

Excellent in Achieving targets.

Excellent in handling teamwork for successful onboardings

Vendor Management for sharing a good/quality line ups on daily basis.

Sourcing- Connecting with Stakeholders and Clients

Maintaining database trackers- Recruitment, Onboarding, Talent management.

Tool Used: SAP

Developed and drove end-to-end recruitment strategies including sourcing, pipeline building, candidate experience and early careers initiatives.

First connect solutions (client-simeio solutions)

Oct-2021 - May-2022

Talent acquisition

Talent Acquisition:

Experience in full life cycle of Recruitment and responsible for smooth Functioning of the entire Recruitment Process.

Key point of contact for hiring managers, getting slots from panels to schedule interview for shortlisted candidates.

Using various talent search engines like Naukri.com, shine.com, monster, Sixth sense, LinkedIn network. Screening and Shortlisting of CVs.

Interview Scheduling, Interviewing the Shortlisted Candidates and following up there after till the closure Involved in Salary Negotiations, Raising ticket for on-boarding and off boarding for candidates.

sending draft offer letter for selected candidates before releasing official offer letter, getting approval from management to release offer for joining candidates.

VHR Solutions Pvt Ltd

Sep-2020 - Oct-2021

Sr Executive-Talent Acquisition

Handling Complete End to End Recruitment in IT & Non IT positions as per client requirement.

Excellent track record on delivering results on time and handling multi skill activities Such as stakeholder management, effective sourcing, candidate care & offer Management.

Familiar with full recruitment cycle from sourcing the resumes till closing the positions.

End to end co-ordination. Follow up with the client on a daily basis for requirements, feedback of the candidate's profiles, arranging candidate's interviews. Portals- Naukri, Shine, Monster.

VHR Solutions Pvt Ltd

Jan-2019 - Sep-2019

Consultant recruiter

End to End Recruitment, Screening, Shortlisting, Sourcing profiles, Mass mailing, Head hunting, jobs in portals (Naukri, Shine), Good in Negotiation and convincing skills, Preparing and maintaining Daily and Weekly Submission reports, Work experience in domestic hiring

RMS infinity

Nov-2016 - Mar-2018

HR Executive

End to End Recruitment, Screening, Shortlisting, Sourcing profiles, Mass mailing, Head hunting, Posting jobs in portals (Naukri, Shine), Good in Negotiation and convincing skills, Preparing and maintaining Daily and Weekly Submission tracker,

Work experience in domestic hiring (Non IT)



Education

Bangalore University

2021

Bcom/commerce




Skills

Recruitment process outsourcing Internal recruitment Talent diversity Employee referrals External recruitment Employment contracts Data base management



Achievements & Awards



- Received twice appreciation mail from COE manager and talent partner for highest closers in FP&A.



Languages

English, kannada, Hindi, Telugu, Tamil