# **BEENA BABU**

Trivandrum

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**SUMMARY:**

* A management professional with 16+ years of experience in Recruitment domain.
* A high priority, confidential, creative Recruiter with extensive background in the Full-Time Hiring, Contract Staffing, and Temporary Staffing in both Domestic & International markets.
* Proven capability in Managing and Leading team of in-house recruiters & external vendors to accomplish Sourcing and in turn business goals of the organization.
* Lead team/s of Account Managers/Recruiters with diverse experience to Hire & Deploy IT consultants across levels (Junior, Middle and Sr. Management) for wide range of IT competencies across multiple domains.
* In-depth understanding of IT technology landscape and ability to map them to business requirements.
* Ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level Manage and develop client accounts to initiate and maintain long-term relationship with clients.
* Ability to involve both at Strategic and Tactic levels and ensuring customer success by taking timely & decisive actions by tracking and measuring KPIs with help of relevant metrics.
* Generated sales among client accounts by liaising between customers and cross-functional internal teams and ensuring timely and successful delivery according to customer needs.
* Proven capabilities on Mentoring & Guiding teams to accomplishing sourcing targets with focus on improving efficiency, effectiveness, and productivity of the team.

**WORK EXPERIENCE:**

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| Xpetize Technology Solutions   * Mar 2020 – Present * Senior Talent Acquisition Manager | Negocios IT Solutions   * Sep 2016 - Feb 2020 * Senior Resource Manager |
| VAM Systems (Vinirma Consulting Pvt Ltd):   * Dec 2006 till Sept 2016 * HR Manager | Assure Consulting Services   * May 2006 till Dec 2006 * Talent Acquisition Specialist |

**KEY COMPETENCIES:**

* Talent Acquisition – End to End IT Sourcing/Recruitment **[Domains Handled: ITES, Automotive (Embedded & IT), Engineering (IT & Non-IT), BFSI (IT & Business), Healthcare (IT & Non-IT)**
* Customer Relationship Management: Client-Focused Solutions Experience, Talent for Influencing & Engaging with stakeholders at multiple levels at customer end
* Account Management – Ability to Manage Multiple Projects and Relationships Simultaneously
* Communication Skills – Proactive communication with stakeholders, Ability to Listen & Communicate Client Needs with Team and ability to conducting successful negotiations with end stakeholders

**EXPERIENCE HIGHLIGHTS**

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| **Senior Talent Acquisition Manager - Xpetize Technology Solutions - Mar 2020 – Present**  In my current role, I am leading both HR & Talent Acquisition functions and responsible for:   * Strategic Sourcing Relationship Management & growth of Key/Strategic Accounts which includes Fortune 500 customers (Product & IT Services) across multiple domains with specific focus on BFSI & Engineering Domains. * IT Talent Acquisition (End to End – IT Recruitment – Inhouse – Customer Staff Aug engagements & Contract Staffing) * Workforce Planning: Creation of Recruitment Plans by closely working with Leadership team and successful implementation of the same by constant monitoring & analyzing trends and making recommendations and follow through with decisive actions with respect to talent acquisition, talent development, talent retention. * Vendor Management: Responsible for managing & monitoring vendor ecosystem and ensuring required support is being obtained to meet strategic sourcing needs of the business through metrics and conducting periodic reviews of the vendors. * Market Research: Gathering Market Intelligence, Competitor talent analysis and tracking ongoing market trends * Resource Management: Managing resource movement across assignments ensuring employee development priorities, skills matching, smooth project transition. * Team Management: Handling team of Recruiters to meet & exceed talent requirements for both existing and new business and ensuring Business Growth across PAN India. * Human Resource Management: Leave Management, Salary & Hike negotiations, Performance Management, Feedback management, Rewards & Recognitions, and on/off boarding of employees from organization as well as customer engagements. * Employer Branding: Ensuring recruitment team members are effectively communicating the employer brand with potential talent and built strong partnership with relevant stakeholders. * Competency Development: Managing & planning training needs for resources, for Up-skilling/Cross skilling based on the demand and Capability. * MIS Reporting: Responsible to measure & report key Sourcing KPIs both internally as well as for Customer engagements by maintaining relevant trackers, reports, dashboards & metrics. |
| **Senior Resource Manager - Negocios IT Solutions - Sep 2016 - Feb 2020**  During my stint with Negocios IT Solutions (a leading Global Services company providing Services ranging from Product development, Information Technology Solutions & HR Services in India, MEA, US UK), I was managing full cycle recruiting process (across all levels) within multiple business units and was responsible for:   * End to End IT Recruitment:   + Hands-on experience sourcing candidates and execute full recruitment life cycle activities including sourcing strategies, candidate pipeline, resume/candidate vetting, interviewing, and offer process.   + Work on entire recruitment process (internal & external) and successfully placed resources   + Mentored and guided the team to find candidates for difficult requirement. Trained the recruiters the entire recruitment process   + Strategically managed all social media accounts, promoting company and recruiting employees * Account Management:   + Handling Client & team (both Product & Service Companies): Screening & validating the profiles & submitting to the clients.   + Very good working experience in Naukri, Monster, LinkedIn, social networking & references   + Keep records of client transactions * Customer Relationship Management:   + Developed and maintained long-term relationships with Clients and translated the same to business growth   + Build strong partnership/network relationships across the business units to provide the highest levels of customer service   + Managed projects within client relationships, working to carry out client goals while meeting company goals   + Service multiple clients concurrently, often meeting deadlines |
| **HR Manager - VAM Systems (Vinirma Consulting Pvt Ltd) - Dec 2006 till Sept 2016**  VINIRMA Consulting Pvt. Ltd. is a 360degree Human Resource Management Consulting and Staffing Services Organization with operations in UAE, Qatar, Bahrain, Australia, USA, Singapore & India. I was part of organization for 10 years and have played multiple roles. Key highlights of my experience is listed below:   * Workforce Planning:   + Creation of strategic resourcing plans that ensured company’s growth & business progress.   + Designing the recruitment process and servicing the manpower requirement of client organizations. * Talent Acquisition:   + Recruiting the candidates from various parts of the country such as India, Dubai, Singapore, Malaysia, Kuwait, Muscat, Qatar, Oman, Bahrain etc. including follow up with the candidates for Attestation procedures and completion of immigration formalities for UAE and Qatar.   + Responsible for articulating and negotiating job offers with candidates and clearly communicating all aspects of the offer including the salary, benefits, and relocations   + Responsible for Issuing offer letters, appointment letter, confirmation letters, relieving letter and experience letter. * Business Development   + Revenue generation through increased number of placements in GCC. * People Management   + Leading & mentoring the team, responsible to achieve Target & revenue generation for the progress of the team & the company. |
| * Talent Acquisition Specialist - Assure Consulting Services - May 2006 till Dec 2006  Job Responsibilities  * Sourcing of CVs from Job Portals and database. * Screening and Short-listing of CVs. * Validation of CVs by calling up candidates. * Managing CVs in formatting and forwarding to client organizations. * Communicating with HR of client organization regarding various requirements. * Following up Short-listed candidates. * Maintaining and updating database. * Headhunting for client organizations. * HR Trainee - AFL Private Limited - May 2005 to August 2005 (Internship)   **Job Responsibilities**   * Handling recruitment’s and updating the joining formalities of new employees in HRIS. * Analyzing the Recruitment cost. * Sourcing and short- listing candidates. |

**CERTIFICATE OF APPRECIATION:**

**Received Best Performance Certification**

**EDUCATIONAL QUALIFICATION**

* MBA: 2004-2006 – ICFAI University
* B.Sc. (Zoology): 2001-2004, Kerala University
* HSC : 1999-2001, Mumbai Board
* SSC: 1998-1999, Mumbai Board

### Personal Details

**Date of birth**  : 12.01.1984

**Marital Status** : Married

**Sex**  : Female

**Language Known** : English, Hindi, Marathi, Malayalam, Tamil

**Address :** Teacher Lane’s House no 31, Kuravankonam, Kowdiar, Trivandrum

**Nationality** : Indian

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