**Suwarna Ingole**

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Profile Summary: -

Decisive, action oriented, result focused professional around 10 years of experience into Talent Acquisition/IT Recruitment/Resource Management. Driven by new challenges and desire to be successful in all endeavors. During this journey, I have developed below Core Competencies: -

* **End to End IT Recruitment - Active & Passive Sourcing**
* **Technical Screening - HR discussion, Salary & Benefit negotiation**
* **Vendor Management - Contract and Leadership Hiring**
* **Requirement analysis & Forecasting - Team handling**
* **Stakeholder Management - Recruitment Strategies (Diversity, PWD etc.)**
* **Headhunting - Multi Geo Recruitment (India, APAC, Europe)**
* **Social media networking - Promoting Employee Referral Program (ERP)**
* **RPO management**

**Application Tracking systems used: Workday,** **Greenhouse**, Synergy, Talio, ALT

Education Qualification

Completed M.B.A.­­­­(HR) from ASM’s IBMR, Chinchwad, Pune University in the year 2013.

Professional Experience:

**Current Organization:** **Ensono Technologies** (January 2019 – Till date)

**Designation- Lead Talent Acquisition**

**Current Role and Responsibilities: -**

* Managing Sourcing/Recruitment for multiple business units (**Cloud Technologies, IT Infrastructure, Product Engineering, Project Management and Implementation, Finance and Accounting, Sustaining Engineering etc.**)
* **Managing internal and external stake holders along with team of 7 members**
* **Managing multiple vendor/agencies for volume hiring**
* **Publishing hiring reports to Business Leaders on weekly and monthly basis**
* Responsibly for end-end hiring of all the verticals
* Engaged with the stake holders and customers for on-time deliveries and working towards to increase the satisfaction level
* Closely working with Leaders to minimize the cost of hiring, on time deliver and quality of hiring
* Responsible for Recruitment process set-up and improvement whenever required
* **Recruitment budgeting and forecast for new hire on quarter- quarter basis**
* **Responsible to increase the efficiency of Recruitment process**
* Designing and implementing new recruitment strategies
* Single point of contact for Employee referral program
* Resolve escalated grievances and queries of clients on a daily basis during the transition and

Operation phase of the project

* Taking care of in-house recruitment process
* Maintaining an achievement performance report against each client to improve upon the

Drawbacks

**Previous Organization:** Wipro Technologies

**Duration:** Dec 2013 – Dec 2018

**Team Lead – Talent Acquisition (Oct 2016 till Dec 2018)**

**Role and Responsibilities: -**

* Managed Sourcing/Recruitment for SIMS (BU) and stake holder management
* Lead a team of 3 members for last 2 years (since Oct 2016)
* Working very closely with delivery and Wipro’s project leads for position fulfilment
* Interaction with stake holders to understand their requirements to ensure prompt and quick

Service

* Salary discussion and negotiation with prospective candidates
* Keeping track and maintaining the Recruitment pipeline
* Conduct HR round of interview/Salary Negotiation
* Resolve escalated grievances and queries of clients on a daily basis during the transition and

Operation phase of the project

* Taking care of in-house recruitment process

**Prior roles in Wipro: -**

**Recruitment/Sourcing Executive – APAC (Asia Pacific) & Europe: - May 2014 to Sep 2016**

**Note: Used to support both regions hence worked in general shift for the sake of time overlap in both regions**

* Understanding requirements from hiring managers
* Sourcing profiles from different job portals (Monster APAC, Monster Australia, LinkedIn, India Naukri and monster)
* End to end recruitment for APAC region
* Networking with candidates to generate more leads from them
* Conducting HR interviews
* Interacting with candidates in each stage of recruitment
* Salary negotiation according to CBR and Contribution Margin(CM) and offer closer
* Coordinating with the BGV team for Background Verification
* Coordinating with the APAC Ted team for updating candidate’s Bank and Insurance details in the System
* Taking care of new joinee induction schedule and joining formalities
* Visa status worked upon in APAC/Europe: Visa 457, S Pass, E pass, Dependent Visa
* Job boards used in APAC/Europe: Monster APAC, LinkedIn

**Work Permit and Visa Processing – APAC**

* Collection and verification of documents required to process work permit for the candidates deputed to various countries like Malaysia, Singapore etc. for different projects.
* Coordinating with GIMS team to process work permit application.
* Hired candidates Employment pass, Dependents Pass and S Pass as per project requirements
* Processing Deputation letters and application for the Dummy FTR

**Recruitment coordinator (India) - Dec 2013 to April 2014**

* Was taking care of interview coordination of GIS for Pune location
* Scheduling interviews, Database Creation and Maintenance
* Supporting for weekday and weekend drive coordination

Achievements

* Exceptional interviewing, communication, critical thinking, and organizational skills combined with a passion for finding world class talent
* Demonstrated success in dynamic, high growth environment
* Awarded as “**Best Recruiter**” with Wipro in 2018
* Awarded as “**Best Performer**” with Ensono in 2021 and 2022

Personal Profile:

**Current Location** : Pune (MH)

**Date of Birth** : 10th September 1989

**Hobbies**  : Travelling, Listening to music, Reading.

**Marital Status** : Single