**Name: Lavanya Mohanan**

**Email:** [lavanyasjc@gmail.com](mailto:lavanyasjc@gmail.com)

**Mobile:** 9566932200

**LinkedIn**: <https://www.linkedin.com/in/lavanya-mohanan-20721262/>

**Certification :** **HR Analytics ( CID : SD 5363/JUL/WK-1591)**

**Career Objective:**

Graduate with 10 years of experience in IT Recruitment with 3+ years of experience in Talent / Resource/Workforce Management group.

Looking for a career opportunity to work in a challenging environment where it demands all my skills and efforts to explore, adapt and realize my potential.

To contribute against the development of any organization with impressive performance.

**Professional Experience:**

Working as HR Manager - Talent Acquisition with **AMERICAN MEGATRENDS,** Chennai from Oct 2021- Apr 2023.

Worked as Sr Associate -Talent Acquisition & Talent Management (RMG- TMG) with **TECH MAHINDRA** Chennai, from **March 2019- Oct 2021**.

Worked as HR Talent Acquisition with **VERIZON Data Services (ICS)** Chennai, **Oct 2016 to June 2018**

Worked as Associate Talent Acquisition with **MINDTREE LIMITED** Chennai **March 2015 to Sep 2016**

Worked as Associate Talent Acquisition with **BARTRONICS GLOBAL SOLUTIONS** Chennai, **Sep 2013 – Mar 2015.**

**Educational Qualification:**

MBA-HR –Manonmaniam Sundaranar University(MSU), Tirunelveli -2020 with 62%.

B.E (CSE) Priyadharshini Engineering College, Anna University, Chennai, 2007- 2011,74%

Higher Secondary School – St Joseph Girls HSS, Salem -2007,80%

**Skills Hired :**

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| --- |
| **Java** – Core java, struts, spring, hibernate, Web services, Cloud, Micro services, Netflix Play, Akka, Scala, Avaya, DevOps, IVR, Android, IOS, Pega PRPC BPM, Hadoop, Big data, DWH, NoSql, MySql, PostgreSql |
| **ERP – SAP,** SAP (MM, SD Financial Accounting (FI), Financial Supply Chain Management (FSCM), Controlling (CO), Materials Management (MM),Sales & Distribution (SD),Logistics Execution (LE),Production Planning (PP),Quality Management (QM), SAP BI (Business Intelligence)  **Oracle ERP, Fusion, E-Business Suite-** Oracle HRMS, Payroll, CRM, Financials, Supply Chain Management, Order Management, Procurement, Project Portfolio Management, Oracle SOA |
| **Cloud –** AWS, Azure, Google Cloud, IBM Cloud |
| **Microsoft** - .Net, MVC, WCF, WPF, MySQL, Silver light, SharePoint, Web services |
| **Testing** – Manual, automation, Performance, Network Testing, Hybrid Testing, Mobile perfecto testing, RPA |
| **Website Design** - UI Developer/ Designer, Html, Css, Ajax , jQuery, Node JS, Angular JS , Php, Drupal |
| **Infrastructure Management**- Linux, Unix, Solaris,IT Architect,Protocol testing |
| **Niche** – Lotus Notes, Sitecore, Doc1 , Visual Fox pro, R, Tableau, Deep/Machine learning, RPA Tools/Developer, UI path, BP, AA, Automation, Data Engineer, Data Analytics,Data Scientist. Maximo SCM, IOT(Internet of Things) requirements |
| **Embedded skill** - C, Linux, Python Xamarin, FPGA, BIOS, UEFI, Firmware , Embedded engg |

**Recruitment:**

**Responsible for END to END Recruitment right from Position creation till onboarding & allocating in hired Project**.

Getting requirements from Stakeholders, Business / Project team and front ending them.

Market analysis, getting profiles from different sources like job portal **Naukri , Monster , Internal DB , ER Portal ,Vendors, LinkedIn , Social media, Employee reference, Head hunting.**

Gathering requirements, Screening, Sourcing, Validation, Scheduling the Interview

Planning for the **Interview drives Volume / Bulk Hiring** by sourcing with support of team members and vendors.

Handled **Generic skills**, **Niche/Emerging skills/Super Niche skills** throughout my career depends on the open position focusing both on the Internal /External sources.

**Skills & roles:** Hired Multiple domain specialists( Telecom, Embedded, Travel, ERP, CRM) with combination of different skills mentioned in above table from Freshers, Junior engineer to Senior Program director experince from 0- 30 years**.**

**Salary negotiation:** Responsible for HR Discussion, , Documents collection, Offer processing /Approvals, Post offer follow up & Onboarding**.**

**Preparing and Sharing MIS reports** and data’s to the respective Vertical and Respective Stakeholders on weekly, monthly, quarterly basis

**Tools Worked on:** Zoho, CEIPAL, Hire Craft & Success factor, PeopleSoft, TALEO, PACE HR , PACE FIN, Adrenalin tool.

Timely updates regarding Offers / Offered pipeline status to the respective accounts/ Delivery heads.

Post offer follow ups, staying connected to understand their satisfaction level to join our organization, maintaining good rapport and getting reference from them for critical hires.

Tracking till candidates Joined & Employee ID is created & post joining allocation formalities support.

**Stake Holder Management:**

Interacting with Account Manager/ Business team and understanding the account need & Supporting to fulfill the resource requirements.

**MIS Report:** Maintaining and updating the Resources Pool availability & status report on day- day basis, Keep the Delivery team updated about skill/resources availability.

Conduct weekly or bi-weekly meetings with business leaders and provide HR advice where necessary & highlighting the resources availability.

Consults with line management, providing HR guidance when appropriate & manages and resolves complex employee relations issues If any.

**As a HR Business partner: Analyzes** trends and metrics in partnership with the HR group to develop solutions, programs and policies.

**As a recruitment partner** Sending the Pipelines Offered and reports, MIS on Weekly, Monthly & Quarterly basis to the respective Stakeholder, Delivery heads, Vertical heads.

**Vendor Management:**

Utilizing Vendor support up to some extend to close the positions effectively timely manner.

Arranging the meeting with Vendor to have better understanding about our process cycle.

Frequent intervals reviewing vendor performances understanding challenges facing & keeping them update about hiring plans

Maintaining vendor database for Management Information System **.**

**Employee Engagement Activties :**

Supporting employee engement activties osccasional events/Festivals/games hosting .

Supporting sports team, Soft skill trainings & Technical knowledge sharing sessions arrangments for bigger audience.

**Highlights:**

Certified in “**HR Analytics**” from SkillDeck

Received **POB - "PatOn Back** " from tech Mahindra twice.

Received **"Spot on award” from** AMI

Best performing appreciation emails from leaders.

Excellent communication and managerial skills with “**Can do**” attitude.

Made good closures with less number of no-shows

Closed Niche and Super-Niche requirements in a short span of time and was appreciated by the Management.

**Self-motivated, Smart & hardworking and goal-oriented with a high degree of Ownership, Flexibility, Creativity, Resourcefulness, Commitment and optimism**.

A very good team player and believes “team work” can lead to achieve great heights

Good in planning and execution. Ability to accomplish any task in the defined time.

**Training Participation:**

Lean Management, Six Hats , Seven Habits Training sessions - 2015 & 2016

Naukri, Monster, Hire craft , LinkedIn, Success factor, Adrenalin.

Inplant Training: ITI Limited (Bangalore) – IT Services, R&D, 2011

Part of Linkedin Recruitment, HR Activities related training & Webinars.

**Personal Details:**

Parents Name : S Jayachandran, J Selvi

DOB : 01- Nov-1990

Pan card : AHYPL4156B

Nationality : Indian

Languages Known : Tamil, Telugu and English

Location : Chennai

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Thank you

**Lavanya J**