**CURRICULUM VITAE**

**D.A. Sudha Rani**

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**About Me:**

A Talent Acquisition Specialist with 7+ years of experience in IT Recruitment in matrix

structure with key focus on End to End Recruitment, Product Hiring , Internal Hiring optimal

utilisation of resources.

**Professional Summary:**

Seasoned Talent Acquisition Specialist with 7 Years demonstrated history of working experience in IT Recruitment Industry. Extensive experience in Product Hiring for Global Customers. Expert in collaborating with top management & Stakeholders for decision making, ascertaining Talent needs, Manpower projections and hiring candidates using cost effective techniques. Specialized in : Talent Acquisition| End to End Recruitment |Negotiation | Product Hiring | Account Management | RPO | Stakeholder Management |Niche Hiring | Leadership Hiring | Social Media Hiring | Lateral Hiring | Volume/ Mass Hiring |Contract Hiring Strategic Sourcing | Boolean Search | Google X-Ray Search | LinkedIn X-Ray Search| Startup Hiring | Passive Sourcing | Diversity Hiring | ATS ( Taleo, Success Factors, Turbo Hire, Workable, iCIMS)

**Work Experience:**

**Worked as Associate Lead with Sunera Tech from 25th November ‘22 to 28th April '23**

* Do the End-to-End Recruitment process for Internal requirements.
* Liaising with Business & Delivery Stakeholders and Hiring Managers to understand the talent needs.
* Hiring to all Leadership role with support to junior role
* Do the sourcing from various platforms like Job Boards, social media, Groups, Referrals, Internal Database.
* Do Passive Sourcing through LinkedIn and other Social Networking sites

**Worked as consultant with Zen3 a Tech Mahindra company from 3rd April ‘19 to 30th June '22**

* Do the End-to-End Recruitment process for Internal requirements.
* Liaising with Business & Delivery Stakeholders and Hiring Managers to understand the talent needs.
* Contribute in Hiring for All the levels of roles from Junior resources to Leadership.
* Do the sourcing from various platforms like Job Boards, Social Media, Groups, Referrals, Internal Database.
* Do Passive Sourcing through LinkedIn, Hirist and other Social Networking sites.
* Monitoring the team of 3 recruiters in terms of work allocation and driving them to achieve it
* Understanding the client's requirements and Internal project requirement
* Interacting with the project (Team Lead) to understand the job requirements and Screening the CV's .
* Following up with panel to check their availability and thereon for Feedbacks
* Conducting Face to Face Interviews
* Scheduling video call interviews, sending link patching up calls
* Follow up with offered candidates to ensure onboard
* Dealt permanent staffing and contract staffing

**Clients: Internal Hiring, Microsoft, PWC, Oracle EY**

**Worked as Sr It Recruiter With Shell Infotech from 6th February ‘2017 to 31st August 2018.**

* Managing end to end IT Recruitment Life Cycle independently
* Plan & Execute Recruitment Drives successful
* Negotiates the recruitment and interviewing, hiring of candidates to place with existing clients
* Expertise in recruiting highly technical professionals,
* Ability to understand and communicate technical information's, coordinating
* with clients and interviews and constant follow-ups for the feedback
* Participating in Con-Call with Clients to understand the Job description

Dealt permanent staffing and contract staffing

**Client: Itc, Syntel, Inteq, Cognizant, Microsoft, Infosys, Infosys BPO**

**Worked as Sr It Recruiter with Advantage One Human Resourcing Private Limited** From **10th December, 2014 to Feb 3rd ’2017.**

**Roles and Responsibilities:**

* A competent professional experience in Resourcing, Recruitment & Selection (IT) Domestic

Dealt permanent staffing and contract staffing

* Exposure to Complete Recruitment life cycle. Expertise in Job assessment, Sourcing, Screening of resumes, Initial screening Interview and follow-up.
* Good in sourcing and pre-screening the candidates against a specific requirement.
* Got opportunity to work ok special project (UPPCL) successfully closed 70 positions(Non -IT) from 0 level to the Managerial level within 2 months without skipping daily task regards to IT Requirement.
* High perfection on hiring the candidates for Full-time/Contract to Hire/Contract opportunities.
* Sourcing through various job boards like Naukri, Monster, Social Networking Sites, through references as per the requirement specifications
* Understanding Salary fitment and taking care of salary negotiations.
* Maintain daily reports, submissions tracker, and requirement
* As a Recruiter, I handled the entire Recruitment Life Cycle- for all IT skills.
* Working on job portals, posting job requisitions, screening profiles, evaluating, and short listing candidates. Screening, short listing, selecting, headhunting, handling entire gamut of recruitment,
* Follow-up with selected candidates to confirm their DOJ and keep the respective departments/ Clients informed of the same

**Clients: Infosys, Sonata Software, Wipro Technologies, HP, KPIT, ITC Infotech, Tech Mahindra, Capgemini and Internal Government Projects.**

**Honors & Achievements:**

Have been awarded as Employee of the month in AOHR in the month of May 2016.

Have been recognized as Subject Matter Expert

**Key Skills**

End-End Recruitment, Head Hunting, Volume Hiring, Bulk Hiring, Lateral Hiring, LinkedIn Recruiter, Product Hiring, Stakeholders, Niche Hiring and Negotiation.

**Strengths:**

* Ability to maintain a high level of confidentiality, prioritize work.
* Good listener and a quick learner.
* Self-managed with the ability to work under pressure.

**Other Intrest:**

Listening to Music

Cooking,

Travelling

**Education Qualification:**

* MBA HR Narsimha Reddy College of Engineering University J.N.T.U. Hyderabad.
* B.Com [REG] From RGR Siddhanthi College, Osmania University Hyderabad.
* DCCP (Diploma) in CSI Eva Mair Technical Institute

**Place Hyderabad D.A. Sudha Rani**