**Suma Kanithi** [LinkedIn: What are Channels and Influencers? - Josh McCormack](https://www.linkedin.com/in/sumakanithi08011995/)

**8978203415/sk.sumakanithi@gmail.com**

**Professional Summary:**

Results-driven recruitment professional with Around 9 years of extensive experience in Leadership Hiring, In-house Recruitment, and Corporate Staffing. Proven expertise in diverse industries, including healthcare, e-commerce, manufacturing, IT, Non IT Recruitment,FMCG, automotive, medical devices, and semiconductors. Adept at guiding and appraising teams, achieving KPIs, and collaborating with managers for strategic hiring. Known for efficient closing of positions within timelines and successful talent management. Led end-to-end recruitment processes for diverse roles across the US, India, and APAC regions.

**Key Accomplishments:**

* Orchestrated Leadership Hiring initiatives, sourcing and onboarding top-tier talent for senior roles, enhancing leadership bench strength.
* Successfully managed in-house recruitment, aligning internal teams with organizational goals, resulting in optimized productivity.
* Demonstrated adaptability across various industries, tailoring recruitment strategies to the unique demands of healthcare, e-commerce, manufacturing, IT, non-IT, automotive, medical devices, and semiconductor sectors.
* Provided mentorship and guidance to team members, contributing to their individual growth and facilitating achievement of targeted Key Performance Indicators (KPIs).
* Collaborated with managers to formulate hiring strategies, aligning recruitment efforts with company-wide plans and objectives.
* Consistently achieved high-volume recruitment goals, closing positions on schedule and ensuring streamlined talent acquisition during bulk hiring phases**.**
* Thorough understanding of US tax terminology with hands-on experience in managing C2C, W2, and 1099 roles.

**Team Management:**

With five years of experience in team leadership, I have successfully managed teams of up to 15 members.

During this time, I have actively provided guidance and support to individuals to help them achieve their goals.

Additionally, I have played a pivotal role in assisting team members in the recruitment process by aiding them in finding the most suitable candidates.

**Account Management:**

I have effectively managed clients to ensure consistent business engagement, while prioritizing the delivery of high-quality profiles.

I have developed and maintained strong relationships with Point of Contacts (POCs) to foster positive rapport and enhance customer satisfaction.

Additionally, I have proactively followed up with clients to gather feedback, ensuring that our services align with their expectations.

Furthermore, I have been actively involved in attending business meetings whenever necessary, participating in discussions to contribute to the growth and success of the organization.

**Skills**

* Excellent communication and interpersonal skills.
* Strong organizational and time management skills.
* Ability to work independently and as part of a team.
* Ability to multitask and prioritize workload.
* Strong attention to detail.
* Ability to work under pressure and to deadlines.
* Flexibility and adaptability.
* proficiency in using various recruitment software and databases.
* Ability to screen resumes and identify qualified candidates

**Technical Skills:**

* Advanced Excel
* Power BI
* MS Office
* ATS (Talent recruit, Ceipal, Job Diva, Workday), Zoho Recruit

**Clients worked for:**

Infosys, HCL, Eximius Design, TCS, Continental Automotive, Point star, Seal Infotech, Litmus7, TCL, Accenture, Cyient, Wipro, Toppan Ecquaria, TUV SUD, NTT DATA, Etc.,

**WORK EXPERIENCE**

**Data Analyst**

**Attended short-term workshop**

* Learned from scratch, building dashboards Data analyzing, Data mining
* Creating interactive data, Deep analyzes to understand accurate results, KPI’S
* Beginner in SQL, Tableau and Sound knowledge in Power BI tool.
* Good working knowledge in Advanced Excel, Data Visualization.

**Quess Corp limited Aug 2022 – Present**

**(Contract/perm hiring)**

**Senior Recruitment Consultant**

**People strong Technologies Aug 2021 - Aug 2022**

**Recruitment Specialist**

**TekisHub Consulting Services Nov 2017 - Jul 2021**

**Team Lead/Account Manager**

**Desirous Global Consulting pvt ltd Sep 2016 - Nov 2017**

**Recruitment Lead**

**TekisHub Consulting Services LLC Nov 2014 – Feb 2016**

**IT Recruiter**

**Certifications AND Achievements:**

* Certification of completion- Business Intelligence using Power BI (Skill Nation)
* Data Analytics: Dashboards vs. Data Stories
* LinkedIn Learning Certificate
* Tech Recruiting Foundations: 1
* Tech Recruiting Foundations: 2
* Tech Recruiting Foundations: 3
* Tech Recruiting Foundations: 4