**Mona Lalwani**

**Talent Acquisition Specialist**

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**Location:** Mumbai Maharashtra

**Career Objective:**

* To obtain a position that will enable me to use my strong organizational skills and ability to work well with people. Also associate with the fast-growing organization that gives me scope to update my knowledge and skills according to latest trends and to be a part of a team that dynamically works towards the growth of organization and gains satisfaction.

**Professional Experience:**

**Watchyourhealth.com India Private Limited Feb 2023- Jun 2023**

**Talent Acquisition Specialist**

Healthtech startup WatchYourHealth (WYH), Founded in 2015, the startup has a business-to-business (B2B) SaaS platform that works with clients in healthcare delivery and healthcare financing.

**Responsibilities:**

* Handled End to End recruitment, used ATS- SpringRecruit
* Requisitions Mobile Applications- IOS Developers, Android Developers, Flutter Developers

Angular Developers, Dot Net Developers, Full stack developers, Project Managers, CTO, Technical Architects

* Handled HR functions also, new joiners onboarding, induction, engaged in employee relations, performance review (assessment), exit formalities.

**Atlas Systems, Bangalore Dec 2020- Feb 2023**

**Lead Recruiter**

Atlas Systems Inc. is a Software Solutions company headquartered in East Brunswick, NJ. Incorporated in 2003, Atlas provides comprehensive range of solutions in GRC, Technology, Procurement, Healthcare Provider and Oracle to customers across the globe.

**Roles & Responsibilities: -**

* Worked completely into full time employment- Internal hiring, if require hires for client also on Atlas payroll.
* Worked on ATS- Bamboo HR.
* Having 360-degree experience in managing mid to senior level technology
* Using job boards: Naukri, LinkedIn and Dice.
* Domain: International Banks, Ecommerce Industry, Banking, Finance & Insurance (BFSI), Healthcare, hospitality clients, Product.
* Requisitions supporting currently: IOS Developer, Android Developers, Quality Management/ Quality Assurance , Accounts Manager, Engineering, Salesforce Administrators/Developers, Business Analyst, Clinical positions, IT project Manager, Architects, IAM Engineers, AI/ML, Blockchain Developer, Senior .Net C# Developer, SharePoint Developers, Data Analytics, Data science, Senior Data Engineer, Senior Software Engineer, Testers, System Security Engineer, Database Administrator, Python Technical Lead, RPA Production support specialist, UX/UI Designer, Security Engineer, Network Engineer, Technology Developer, Angular Developer, Web Methods Developer, Full stack developer, Business Analyst, Infor M3 Infrastructure PM
* Following the target to achieve the conversion ratio not just providing offers.
* Providing recruitment life cycle support to Hiring manager from requirement gathering, sourcing, screening, technical evaluation, scheduling to hiring manager.
* Salary negotiation, getting approval from Hiring manager/ CEO to roll out offer to the selected candidates.  
  Providing daily and weekly status update to hiring manager and with the team.
* Coordinating with Hiring Managers & technical team, Updating recruitment dashboard regularly, Stakeholder Management.
* Act as a Point of contact between Management and Candidates.

**Took Maternity Break:**

Worked as a freelancer, enrolled into MBA, and Completed a certification of HR Analytics from IIM Rohtak.

**Joules to Watts Business Solutions Pvt Ltd Apr 2018 - Aug 2018**

**Client- Grant Thornton LLP, Bangalore Apr 2018 - Aug 2018**

**Senior HR Associate**

**Roles & Responsibilities: -**

* Involved in complete recruiting in Advisory domain across globe.
* Involved in full recruiting life cycle & end to end recruitment for client.
* Understanding Business requirements and deciding on the recruitment strategy.
* Interacting with the delivery teams on regular basis and prioritizing requirements.
* Sourcing CVs from various channels (Such as Job Portals, Networking Tools, Company’s own database, Employee referrals etc.)
* Experience in hiring through Vendors/consultants, Experience in Vendors/consultants management for recruitment and working closely with the leadership team including General Managers/ Regional Heads across the location.
* Worked on variety of Requisitions: Data Analyst, Data Analytics, ERP, SAP Consultants, Risk Advisory, Attest and Controls, Due Diligence, Business applications, BFSI, Tax and Audit related requisitions etc.
* Conducting Drives, Walk-ins, and personal interviews.
* Arranging for technical panels and coordinating at all levels of Interviews.
* Providing timely feedback to the client on their requirements and to the candidates on their  
  interview.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer   
  reports, to be sent to delivery heads and top management.
* Recruiting people at all levels, i.e., from experience range of 2 -15 years for all permanent  
  and direct positions.
* Hiring resources within the stipulated average salary of LOB (Line of Business).

**Collabera, Bangalore & Vadodara Mar 2015 - Apr 2018**

**Senior Technical Recruiter**

Collabera is the largest privately held technology company in New Jersey, by revenue, with $525 million in revenue for 2015 and approximately 4,200 employees in its New Jersey headquarters. Collabera operates from more than 40 offices worldwide.

Top 10 in the U.S. Ranked 'Best Staffing Firms to Work For' 6 years in a row.

**Roles & Responsibilities: -**

* Fully involved in complete recruitment life cycle- cold calling, screening on a preliminary level, submitting to client, scheduling interviews, follow up, getting person started right.
* Source through various channels/job board: Naukri, LinkedIn, referrals, career builder, Monster & Dice etc.
* Experienced in Social Networking search: LinkedIn.
* Client management - Worked with Hiring/ Account managers, group or organization leads, and key stakeholders to understand recruiting needs and develop strategy to meet hiring goals
* Candidate management - Developed and executed sourcing plans to identify and recruit people with skills matching the hiring needs, creating relationships with candidates to facilitate process and offer accept.
* Worked as an Account Manager with most of the clients for business need.
* Worked with international clients- Healthcare, Airline, Banking & Finance, IT & Product based industries, Telecom & Embedded.
* Responsible for IT and Non-IT recruiting- Full time, contractors, and contract to hire.
* Responsible for end-to-end recruitment across all regions in United States.
* Track all submittals, interviews, and hires through applicant tracking system- CATS. Hands-on experience on Applicant Tracking Systems (ATS) and iCIMS tool.
* Have knowledge on HRSS, HRIS, HRMS, Recruiting software, Payroll Service, Benefits management platform, Employee engagement tools.
* Manage and update internal applicant tracking system with accuracy and integrity.
* Most of the time supported BFSI clients, Healthcare, Airline and IT & Product industries.
* Worked on variety job orders including – Finance & Accounting, IT Positions: JAVA, C++, .NET, ORACLE, CRM, SQL, PL/SQL, PeopleSoft, Cisco, SharePoint, Cloud, Big data, Hadoop, Artificial Intelligence/ Machine Learning, ETL, Informatica, Mobile Developer, IOS Developer, Full Stack Developer, UI Developer, UI/UX Designer, Graphic Designer, Web Designer, Network Engineering, Software Engineering.
* Non-IT Positions: Quality assurance, Automation Testers, Data Warehouse Architecture, Data Analyst, Data Analytics, Product Management, Project Management, Business Development Management, Technical Writer, Content Writer, Business Analyst, Project Coordination etc.
* Medical and Healthcare positions: Pharmaceutical, Registered Nurse, Nurse Practitioner, Nurse Educator and Researcher, Mental Health Nurse, Nurse Manager, Clinical Nurse, Nurse Manager, Certified Nursing Assistant, Pharmacist, Pharmacy Manager, Medical and Health Services Manager, Accounts Payable, Accounts Receivable etc.
* Hands-on experience with Vendor Management Systems (VMS portals) such as Field glass, Beeline, Zero Chaos, and Kelly Services etc.
* Provided coaching and development to team members, providing effective growth and development opportunities.
* Coach recruiting staff to ensure proper interviewing, testing and assessment practices are effectively implemented throughout the hiring process.
* Responsible for all the paperwork after the confirmation with the client- Internal hiring paperwork.
* Responsible for building pipelines of potential resources.
* Responsible for qualifying required job-related Skill sets, salary negotiations, interview preparation, interview debriefings, networking, reference checks, handling visa related issues, candidate on-boarding.
* Work with the vendors to serve the client requisitions on a regular basis.
* Conduct monthly pre-joining orientation call for the new joiners with the HR, immigration team and the Engagement Manager.
* Responsible for qualifying required job-related Skill sets, salary negotiations, interview preparation, interview debriefings, networking, reference checks, handling visa related issues, candidate on-boarding.
* Help team achieve 80% hire rate of candidates submitted.
* Recruit for a diverse portfolio of Fortune 500 clients in a wide variety of industries.
* Excellent written and verbal communication skills.

**IT Skills:** Conversant with Windows XP, MS Office (Word, Excel & PowerPoint, Outlook), Internet Applications

**Certifications:**

* HR Analytics: IIM Rohtak
* HR and Digital Transformation
* Human Resources: Payroll
* Human Resources: Understanding HR Systems Features and Benefits

**Academia**

2022 MBA/PGDHRM in Human Resource Management, NMIMS University, Mumbai

2014 B.Tech. In Information Technology from HCET, Jabalpur 80% (Honors)

2010 HSC in Math-Science, Nainpur, Gyan Jyoti English Medium School with 84%

2008 SSC from Math- Science, Nainpur, Gyan Jyoti English Medium School with 84%