|  |
| --- |
| Jyothi Dhawaleswarapu Jyothi.19nov@gmail.com  +91-9121018277 |

***Professional Summary***

* Daily work management and execution of performance reporting operations activities
* Workflow analysis and process improvements
* Providing timely updates to management and onshore counterparts
* Reviewing work of senior analysts and providing them guidance
* Manage Team and responsible for their development, grooming and address issues/ grievances proactively
* Make process improvements recommendations
* Conducting performance evaluations and career development discussions
* Supervised and led team in recruiting efforts while decreasing time-to-fill and recruitment expenses.
* Led high volume recruitment initiatives for entire district and more than 30 contracted clients.
* Identified potential sources for recruiting staff (i.e. job fairs, community organizations, advocacy groups, military transition centers, vocational/technical schools, colleges and universities, and governmental agencies, marine for life, open houses.
* Planned and managed human resources sponsored events and exhibits
* Developed and implemented creative and cost effective human resource events that increased employee satisfaction and morale.
* Excellent communication and interpersonal skills; skilled with delivering presentations and professional correspondence.
* Ensure Centralised Report(all business units/Entities are monitered in one location)
* Project work capability(set high/Low achievement projections by month/year)
* Ensure all capital-intensive projects are captured in the forecast
* Re-forecast at least quarterly based on level of completion(percentage/dollar), schedule updates or cost adjustments
* Good exposure on budget, plan, procure and track various test h/w
* Responsible for day to day work management of activities on Ops. Floor
* Providing timely updates to the management and share best practices with onshore counterparts
* Ensure team performance as per agreed standards (SLA)
* Stakeholder management
* Responsible for all performance management activities including supervision, goal setting, ongoing performance communication, employee engagement, development, review, and mentoring
* Responsible for day to day management of activities on operations floor
* Ensure delivery as per agreed Service Level Agreement (SLA) and work within the set policies and guidelines

***Professional Experience***

### Accenture, Hyderabad Apr 2015 – till date

**Project : UBER and Bank of America**

**Role : Talent Acquisition Lead**

Roles & Responsibilities:

|  |
| --- |
| **Responsibilities:**   * Assessed skill level of prospective candidates, conducted interviews, and discussed job responsibilities. * Processed new hire paperwork, including W-4's, filed background checks, and insurance enrollments. * Has experience in using LinkedIn Talent Solutions to proactively source candidates * Posted employment opportunities with various employment websites. * Hands on working with social media, CV databases, and professional networks * Involved in full-cycle recruiting, using various interview techniques and evaluation methods. * Provided program evaluation & communicated results to management staff. * Partnered with senior management to develop and implemented a culture change initiative which supported the core values of the organization. |

**Resourcing Management**

* Manage the quality of the supply side by activities such as ensuring that resources are allocated as per norms, managing the people pool.
* Coordinate with hiring managers to identify staffing needs and candidate selection criteria
* **Scheduling interviews and tests of the candidates with the client companies.**
* Supervising joining formalities for new joinees

### Infosys, Hyderabad May 2013 – Apr 2015

**Project : Bank of America**

**Role : HR Recruiter and Talent Aquisition**

### Roles & Responsibilities:

### Demand Fulfillment, Client engagement Management & Internal Operations for all skills in India spread across Pune and Hyderabad.

* Evaluated talent and presented candidates to internal consultants with significant details as to why they fit a specific need
* Negotiated and extended offers with a proven track record of closing talent in a highly competitive marketplace
* Fostered solid relationships internally and externally to identify strategic hiring opportunities
* Understanding client's requirement, discussing the exact job profile with the Project Manager.
* To collate and analyze the business needs of future resource requirements.
* Regular and proactive meeting with accounts for demand communication and follow-up.
* Use of internal systems for improving demand fulfillment and Resource allocation to projects.
* Managing end to end associates data like Tracking & approving timesheets.

**Resourcing Management**

* Manage the quality of the supply side by activities such as ensuring that resources are allocated as per norms, managing the people pool.
* **Scheduling interviews and tests of the candidates with the client companies.**
* Supervising joining formalities for new joinees

**Operations/Dashboard/reports/Calls**

* Hands on experience in PPM tools like Clarity & Planview.
* Prepare ADRC(Average Daily remuneration cost) & ARVE (Assigned rate vacation excluded)reports
* Follow-up with the client as well as candidate till the selected candidates gets the offer letter and joins the organization, as well as follow up with clients for revenue collection

**Sutherland, Kerala Nov 2012 – May 2013**

**Project : RBS Rainbow Program**

**Role : HR Recruiter**

**Roles & Responsibilities:**

***RBS(Rainbow Project) Risk & Issues Expert –***

* Assisted the Human Resources department with hiring over 500 full-time and seasonal employees for Victoria's Secret and Bath and Body Works
* Helped coordinate quarterly Employee Recognition program
* Extend employment opportunities to candidates
* Directed employees to where their benefits information was located in the Employee Handbook and online
* Facilitated monthly team meetings for 20-25 employees
* Participated to philanthropy program designed to help school aged children improve their math and reading skills

**Genpact, Hyderabad Dec 2010 – May 2012**

**Project : CNA**

**Role : Resource Management**

**Roles & Responsibilities:**

* Responsible Internal Project Operations and Recruitment's according to the project upcoming requirement.

## Recruitment

* Profile Matching and Preliminary Short listing
* My responsibility was to understand the Client Company job requirement and match the profile of the candidates with that of the client's Job Requirement.
* My function with the above respect was to conduct preliminary interviews and the send the suitable candidates for an interview with the Company.
* Co-ordination with the clients.
* Getting shortlist from client and companies and coordinating interviews.
* Follow-up with the client as well as candidate till the selected candidates gets the offer letter and joins the organization, as well as follow up with the client for revenue collection.
* Establishing good relations with the client as well as the candidates.

**Operations**

* Keeping a track of end to end associate’s data.
* Doing Invoicing, getting approval of SOW,PO,etc from Client.
* End to End facilitating CNA on genpact behalf

Awards & Recognitions

* Won Star performer award (NAKSHATRA) for Q3 2012 from Hyderabad R&R, Genpact

Training

* Completed IBM Mainframe training.
* Trained Manual tester.

Education

##### B com Computers from St’anns Degree College, Hyderabad, Affiliated to Osmania University, Bachelors Degree in computers

Certification

* Price2 F & P Certified
* PMP certified