

Swatishree Mohanty

Talent Acquisition

Contact

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Skills

Recruitment

Excellent

Account management

Very Good

Diversity & Disability Hiring

Very Good

Invoice Management

Excellent

MIS Reporting

Very Good

Salary and benefits negotiations

Very Good

Contract Negotiation

Very Good

Applicant Tracking Systems

Excellent

Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle. Develops and implements customized strategies to meet specific position requirements and source qualified candidates. Offering 6.3 years of recruitment strategy development.

Education

2007-06 -

B-Tech: Information technology

2011-06

Biju Pattanayk University Of Technology - Odisha

Work History

2020-Feb -

Consultant -ROD

2021-Jan

KPMG Global Services , Karnataka, Bangalore

- **End-to-end Recruitment process:** sourcing, short listing, Negotiation, Interview Schedule, Offer roll-Out, follow up, joining formalities.
- **Campus Hiring :**Successfully executed project (Fresher Hiring) 60+ candidates within 15 days TAT period .
- **Leadership Hiring:** Have Worked for Associate Director and Director level Hiring.

2017-03 -

IT -Recruiter

2020-02

United Health Group

- Handled requirements across different domains in GSC Bangalore –Application Dev , Data Dev(BI), Automation (RPA) , Testing , Artificial Intelligence.
- **End-to-end Recruitment process:** sourcing, short listing, Negotiation, Interview Schedule, Offer roll-Out, follow up, joining formalities.
- Meeting with **WFM** - Discovery Meeting with **Stake Holders** - Requirement Gathering - Framing **Hiring Strategies**.
- **TA Reports:** Preparing **TA – Dashboards**(Weekly, Monthly & Quarterly) for Business leaders.
- **Hiring Methodology:** Experienced in managing **Employee referral & IJP process , Diversity & Disability** Hirings.
- **Vendor Management:** Managing 6 vendors interms from TA standpoint , invoice management , Meeting with BL, Performance Management.
- **Background Verification:** Experienced with E2E BGV process. Familiar with First Advantage & PINKERTON .
- **Offer Management :** Generating Offer letters - Releasing Onshore, offshore offers & Campus offers.Generating Letter of Intent (LOI) before releasing offers.Responsible for weekly status Report on Joiners, Offers, and requisitions.

Software

ATS :-TALEO, FiledGlass

Sourcing Tool:-LinkedIn, Naukri, Monster

SQL - MySQL for Data Analytics and Business Intelligence

Microsoft Excel - Data Visualization, Excel Charts & Graphs

Workday Functional

2016-03 -
2016-12

2014-09 -
2015-11

2013-03 -
2014-08

- **Exit Formalities** : Keeping a Track of resignation application.Be part of retention discussion of the employee .Taking the exit interview and the exit formalitie.Preparing a DASH BOARD on exit report for leadership team Have experience in a **RIF** program .
- **Contingent workforce Management**: Taking care of contract conversion process, payroll input , Time sheet management, Performance Management .

Consultant Sourcing

Kelly Services

- Partner with the Talent Acquisition Team and managed flow of candidates thorough the recruitment process, from sourcing, scheduling interviews to coordinating with the client SPOC.
- Screen the profiles which comes through **Naukri, Monster, Linked In , Social Media**.
- Doing the initial phone screen interviews of the candidates.
- Schedule the next step of interviews with the interviewers and collecting the feedback from them along with following up with the candidates.
- Worked for **AUTODESK , GOOGLE , MOTOROLA , ARIS GLOBAL , SAMSUNG**

Executive -Talent Acquisition

CBSI India Pvt Ltd

- Has experience working for Clients like **IBM, Accenture, NSE IT, Polaris Finance and Honeywell**.
- Hands on experience in sourcing candidates for business requirements
- Primary interaction with the candidates.
- Constantly following up with the candidates.
- Experience in **HTD model**.

Sourcing Analyst

Karthicks.Com

- Hands on experience in sourcing candidates for business requirements
- Has experience working for Clients like **FLIPKART, AULTISOURCE and CAPGEMINI**.

Additional Information

Technology Hiring For

Microsoft Dynamics, Workday (Technical &Financial), .Net Stack , Java, PMO (IT & Fin),Ariba , Oracle Fusion, BI Technology (MSBI,Qlik sense , Tablue)Testing(manual &automation) ,Mainframe, RPA, Data science, Alteryx, Informatica, Azure, AWS

Domain Knowledge – Healthcare, BFSI, Retail, Automotive

