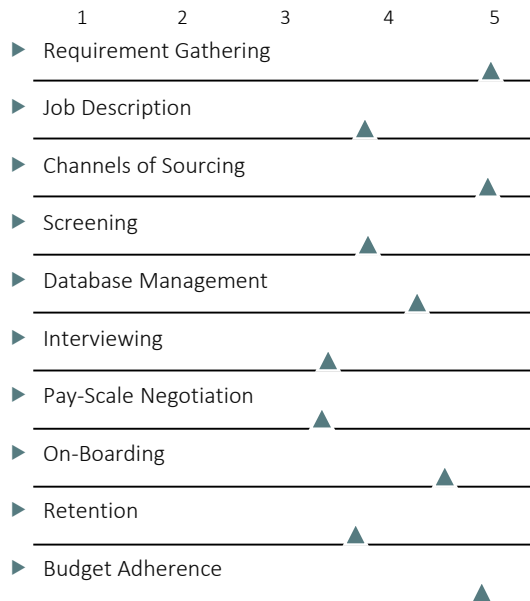


SUSHANA
ADURTHI

I have been consistently recognized as an energetic and skilled Talent Acquisition professional with skills that enable the businesses to achieve its long-term goals. I am offering 7+ years of experience in sourcing diverse candidates at all levels via multiple means including job boards, niche sites, job fairs, professional associations, networking, social media, campus recruitments and strategic advertising. Over the past 4 years I have also been actively involved in negotiating salaries and oversights of contractual and administrative components involved in the overall recruitment life-cycle.

TALENT ACQUISITION PROFESSIONAL – 7 YEARS SUBSTANTIAL EXPERIENCE

CRITICAL FOCUS ON:



CORE EXPERTISE:

- ▶ Implementing & Building Sourcing with Recruitment strategies.
- ▶ Strong in handling End to End Recruitment, Reference building, Head-Hunting, Data-Base Building and Client Interaction.
- ▶ Proven skills in direct sourcing, web-mining, networking and database searching in fast paced recruiting environment
- ▶ Identifying Sourcing channels to minimize the recruitment Cost per hire
- ▶ Develop a recruiting strategy to meet current and future hiring needs.
- ▶ Involved in handling the Employee Referral Program & Designing new schemes implementation
- ▶ Strong in Contract Staffing, Temp Hiring, Contract-2-Hire & Full-Time Employment, Project Outsourcing (RPO).

WORK EXPERIENCE:

PERMANENT EMPLOYMENT

- ▶ Since January 2011
Hotel Manickam Grand – Unit of Sri Saraswati Enterprise
 - HR Trainee – Recruitment: (January 2011 to August 2011)
 - HR Executive – Recruitment:(September 2011 to December 2012)
 - Sr. Executive HR – Recruitment: (January 2013 to March 2015)
 - Senior Consultant HR – Recruitment: (Since April 2015)

CONTRACTUAL EMPLOYMENT

- ▶ December 2005 to March 2006
Research Associate (IT Recruitment)
Alp Management Consultants
Chennai
- ▶ June 2005 – December 2005
Tele marketing Executive
Optimus Outsourcing Ltd - BPO of Polaris Company
Chennai
- ▶ May 2003 - June 2003
Project Training in Hospital Management for 1 month at
Sundaram Medical Foundation
Chennai,

EDUCATION:

- ▶ 2007: MHRM – Pondicherry University from Loyola College
- ▶ 2004: BA. English Literature - Stella Maris College

PERSONAL DETAILS

- ▶ Nationality Indian
- ▶ Date of Birth 01.05.1984
- ▶ Age 33 Years
- ▶ Language: English, Hindi, Tamil, French

ROLE ACCOUNTABILITY:

- ▶ Responsible for full recruitment life cycle & process, Employee Engagement & Onboarding
- ▶ Strongly Involved into Talent identification, pipelining, Application Tracking System, Client Engagement, Implementing Sourcing Strategies thru Various Sourcing Channels & Mix
- ▶ Specialist in Sourcing, pipelining and hiring candidates thru Internet Recruitment & Talent Acquisition. Lead a small Team of Recruiter's initially
- ▶ Responsible for consulting with the client to understand their challenges, develop sourcing strategies and work to implement those strategies into their current staffing model.
- ▶ Responsible for conducting Phone screening interviews, Video Conference, Face-2-Face Interviews
- ▶ Coordinate with hiring managers / Recruitment Manager for technical & HR Interviews & Exit Interviews.
- ▶ Handling Market Intelligence, Market Mapping, Headhunting & Social Networking for Senior & Mid Level hiring for various Business demands in Life Sciences & Industry
- ▶ Establishing & Maintaining relationships with hiring managers to stay connected for their current and future hiring. Support in developing and retaining the talents
- ▶ Partner with Management for fiscal talent acquisition budget, recruitment team headcount planning, hiring forecast, Talent management and strategies
- ▶ Implementing conversion strategy, talent acquisition strategy cost effective talent sourcing strategy. Creating better plans on hiring strategies
- ▶ Assessing candidates to ensure qualification match, cultural fit and compatibility
- ▶ Conducting confidential interviews, checking references and credit

PROFESSIONAL STRENGTHS:

- ▶ Proven working experience in recruiting
- ▶ Deep understanding of recruitment processes
- ▶ Proficiency in using applicant tracking systems (ATS), recruiting software and candidate databases
- ▶ Strong knowledge of candidates selection methods
- ▶ Previous experience with candidate sourcing tools and methods
- ▶ Excellent knowledge of area of expertise (market status, trends, best practices)
- ▶ Client focus along with relationship building skills
- ▶ Business acumen and market insight
- ▶ Effective negotiation, influencing and communication skills
- ▶ Integrity and confidentiality