

# MEGHANA A

Email : ameghanamba@gmail.com

Contact No- 6361402239

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## SUMMARY

Talent acquisition and recruitment professional experience in developing and executing plans. Manage all phases of full – cycle recruiting, from initial sourcing , screening, scheduling interviews, documents initiation, salary negotiation, offering the candidate and onboarding. Creatively Sourced high caliber candidates through different job portals like linkedin, naukri, Indeed, foundit and shine.

## WORK EXPERIENCE

### 1. CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED, [ Third party payroll - BUZZWORKS BUSINESS SERVICES PVT LTD ] BANGALORE (NOV 30TH 2021 TO JULY 19TH 2023)

- Understanding the requirements of the open positions.
- Candidate sourcing and screening through different job portals and employee referrals.
- High-Volume staffing in the fresher's hiring team.
- Vendor management.
- Scheduling interviews and coordinating with the panels.
- Receiving feedback after panel discussions and initiating the documents.
- Salary negotiation according to the candidate's experience, last CTC drawn, and salary grid of the company.
- Initiating different approvals before working on the offer of the candidate.
- Working on offers by entering all details of the candidate in the tool and pushing that offer to the offer team to release the offer after verification.
- Once the offer is released, initiating the pre-onboarding procedure.
- Onboarding the candidates on the date of joining by keeping track of the BGV and onboarding status of the candidates.
- Supporting different teams for urgent requirements to get the right candidates.
- Daily interaction with vendors, candidates, leads, and managers.
- Coordinating with virtual and physical interview drives.
- Training freshers on the recruitment process and portal handling.
- Working on immediate requirements.
- The user is proud to say that they were the only fresher working in the Capgemini recruitment team.

### 2. IPRIMED EDUCATION SOLUTION PVT LTD. (21ST AUG 2023 TO 20TH SEP 2024)

- Sourcing the candidates according to the Client's requirements, Asking candidates to register under CLMS portal.
- Once initial screening is done, processing candidates for internal communication and PI round.
- Once candidates clear 2 internal checks, lining up the candidates for Client's Interview, tagging them to the client's Portal and coordinating during the Interviews.
- Once the candidates are selected, candidates will undergo training and again we need to coordinate for the onboarding on their DOJ.
- Iprimed is a vendor of MNCs like Capgemini, Accenture, Gallagher, Wells Fargo.
- The user has experience hiring for Bangalore, Trichy, Chennai, Salem, Mumbai, and NCR locations.

## EDUCATIONAL DETAILS

Qualification	College/School Names	Year of Passing	% Marks/CGPA
MBA in HR	GSSSIETW College, Mysore	09-2019 TO 08-2021	74%
B.com	MMK & SDM College, Mysore	07-2016 TO 05-2019	76%
PUC	Sadvidhya College, Mysore	05-2014 TO 03-2016	74%
SSLC	CKC School, Mysore	05-2001 TO 04-2014	75.68%

## SKILLS

- Problem solving
- Negotiation
- Critical thinking
- Active learning
- Very good communication skills
- Team handling skills

## PERSONAL DETAILS

**Name:** Meghana A

**Contact No:** 6361402239

**Address:** #H 1/16 Hombaly Rangayana Thota, Sewage Farm Road Behind Barathi Rudrashrama Kanakagiri Vidyaranyapuram Mysore Mysuru Karnataka - 570008

**DOB:** 25/11/1998

**Languages Known:** Kannada, English, Telugu, Hindi, and Tamil.

## DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

**Name:** Meghana A

**Place - Mysore**