**Nirupama Sudhakar**

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CV NO: 1846560

Country of Residence: UAE; Dubai

Visa: Resident- Spouse Dependent

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**Looking for challenging assignments in the field of Recruitment where my skills and experience can significantly impact company’s growth & my development.**

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**PERSONAL ABSTRACT**

**Total Professional Experience – 4.3 years**

* **Handling recruitment projects right from Headcount planning, working with stakeholders, managing external recruitment vendors, deciding salaries, offer & negotiation discussions, on-boarding & pre-induction.**
* **Rich experience in recruitment leading to a deeper understanding of critical business drivers; building relations with key decision makers, stakeholders, trainers and recruitment consultancies/ agencies.**
* **Designing recruitment events, mapping competencies & preparing recruitment calendars.**

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**PROFICIENCY FORTE**

**Quick Learner / Creative & Innovative / Stakeholder Management/ Networking//Working in fast paced environments/ Multi task and High level coordination/ New Initiatives & Set-ups /Agile.**

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**PROFESSIONAL SUMMARY**

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| **Organization** | **Period** | **Role** |
| **Amazon Development center Pvt Ltd (Amazon.com)** | **Oct 2013 till May 2015** | **Associate Recruiter** |
| **Amazon Development center Pvt Ltd (Amazon.com) thro’ Lumesse** | **July 2012 till Sept 2013** | **Recruitment Coordinator** |
| **Little Elly – The little world of Joy- Preschool** | **Jan 2012 till June 2012** | **Coordinator** |
| **ACE institute for Creating Excellence Pvt Ltd.** | **June 2015 March 2016** | **Internship- Trainer, Counselor & BDM** |

**CAREER HIGHLIGHTS**

**June 2014 till May 2015- Amazon.in (Amazon.com)**

**Designation: Associate Recruiter**

**Internally moved to support the international expansion team of Amazon.com**

* **Hiring Teams**: Supported various teams across Amazon India and Junglee.com.
* **New Business**: Supported Amazon subsidiary in hiring and setting up a new business team.
* **Confidential hiring:** Supported in hiring candidates for a new business launch.
* **Volume Hiring:** Hired over 50 candidates in a span of 3 months for vendor operations team.
* **Expertise Hiring:** Hired across domains and levels such as -Product managers, Project managers, PR, BDM, Online marketing, Site Merchandisers, Designers, Vendor managers, In- stock managers, Finance, Legal, Operation managers, Pricing specialist, SEM & Executive Assistances**.**
* **Stakeholder Management:** Weekly meetings & calls with respective hiring managers across multiple teams. This included discussing aging of requisitions, profile review and other status of the candidate with blockers in line and how to eliminate and ensure best candidate experience. Timely intervention and Recruitment Sync to ensure business and recruitment together enhance customer experience.
* **Customer & Candidate experience**: Actively involved in ensuring and tracking candidate and customer experience by maintaining strict TAT and transparent communication with customers. Ensuring that candidate’s are informed at all stages and kept engaged throughout the whole process. In the end, share a survey link across for rating and feedback of the interview experience.
* **Training & IJP’s:** Trained team members on various recruitment processes to ensure achievement of high standards to increase efficiency and quality of hiring. Adhering to the process of IJP’s and intervening to explain, train current and hiring managers on the process and ensuring a smooth transition for the employee.
* **Source Mix:** Largely through Job portals such as Naukri, LinkedIn, IIMjobs, Employee Referral & Networking. Had zero agency contribution during the international expansion hiring.

**Notable Achievement:**

* Worked on all mid-level management in this role without any agency or consultancy support leading to a reduction in cost per hire.
* Worked on E2E even for all mid-level roles and at any given point worked with over 7 open positions across various business groups and roles.
* Successfully closed and on-boarded all the committed open positions.

**Since July 2012 till June 2014- Amazon.com**

* **E2E recruitment support for two business groups:** Volume hiring and recruitment support for two business groups- Seller Support & Risk Management groups.
* **E2E recruitment for support function roles with Seller Support:** Recruited candidates for mid-level and senior level roles in support functions such as Trainers, Editors, and Research Analyst.
* **E2E involves:** Discussing head count needs, educating hiring managers on the recruitment process, timelines and way forward for each role. Sourcing profiles, screening profiles, inviting candidates for in-house interviews, scheduling interviews, conducting HR interviews, conducting various recruitment tests, coordinating operation interviews, candidate offer, salary negotiations, document screening, background verifications, offer letters and pre-induction.
* **Campus recruitment:** Initiated & implemented the pilot project for Seller Support and TRMS groups. Worked with the site head and HRBP’s along with other recruitment leaders to start a separate campus hiring model for meeting year long business requirements with the help of the company’s central campus team.
* **Strategic hiring plan:** Designed various plans for candidate database using old databases for creating a larger diverse pool. This also led to the campus recruitment initiative.
* **Source mix:** Initiated a project to improve the source mix in volume hiring majorly focusing on ER contribution.
* **IJP’s:** Handled all IJP successfully and created new career plans and explaining the same after the candidate’s discussion with various managers.
* **Recruitment tool:** Processing all the recruitments as per the defined process and handling the same on the tool.
* **Recruitment support on the tool for Global & India:** Supporting recruitment tool for PAN India. Updating candidate’s status on each stage on the tool & hire them on the tool. (*i*CIMS, SharePoint, excel and other internal Amazon tools)
* **Induction:** Pre-induction for offered candidates.
* **Hiring:** Supporting on providing all hiring details and personal details to ERC team and make sure candidates are hired on the system before their joining date.
* **MIS:** Tracking & managing SLA’s of recruitment and preparing dashboard for India by using functions of Excel.

**Notable Achievement:**

* Associate level recruited over 500 employees for Seller Support and Risk management.
* SPOC for all recruitment activities.
* Campus hiring initiative for Engineering, degree and MBA graduates.
* Delivered placement talks on various college campuses during campus hiring.
* Designed a recruitment manual and trained new employees on Amazon recruitment policy.
* Have contributed widely to process improvement.
* Cash Award for best recruiter in Dec 2012.

### Key Strengths in the role:

* Hands on experience in Behavioral Interviews.
* Well versed in STAR interview Technique.
* Hands of experience in Making Great Hiring Decisions.

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**Little Elly- Preschool- The little world of Joy**

Worked in a franchisee of Little Elly - Balaji Learning Academy as a Coordinator.

**Major responsibilities:**

* All major responsibilities in school administration.
* Child Counseling:
* Parent Counseling
* Admission formalities
* Appointment of Staff
* Overlooking day to day activities of the day
* Supporting and generating ideas
* Helping staff prepare for upcoming activities
* Coordinating and arranging field trips
* Communicating weekly progress of the child to parents
* Parent Induction and Orientation training

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**ACADEMICS**

* ***Master of Social work****, Vinayaka Mission University, Directorate of Distance Education, Salem, 2011*
* **MSc Cognitive Neuroscience,** *The University of York, UK, 2010*
* **BA Psychology, Journalism, Optional English,** *MES college of Arts, science and commerce Bangalore University, Bangalore, 2008*

**PROFESSIONAL CERTIFICATIONS**

* **ISTD Diploma in Training & Development, New Delhi, 2016**
* ***Certificate course in counseling, Samadhan, Bangalore, 2012***

**RESEARCH:**

1. **Does size matter? Sex differences in Topographical Memory -2010**

**TRAINING PROJECT INTERSHIP:**

**June 2015 till March 2016: ACE institute for Creating Excellence Pvt Ltd. – INTERNSHIP**

* **Workshop training:** Conducting parental workshop both in Bangalore and out station.
* **Training:** Training new staff on DMA counseling and Parental talks.
* **Content:** Highlighting parental gap in parenting and child’s needs.
* **BDM:** Networking and building new business with preschool & formal schools.
* **Talks & Seminars**: Give parental talks and Seminars to parents in various schools.
* **DMA Counseling:** Counseling people based on a scientific report of DMA and then counsel individual adults or parents.
* **Counseling:** Weekly follow-up and counseling parents on a need basis.
* **Reporting:** recording all client details and counseling notes and confidentiality maintenance for each client.

**Notable Achievement:**

* Trained over 25 families on Parental workshops.
* Delivered training in both English and Kannada.
* DMA counseling for over 30 individuals.
* DMA counseling for over 35 Parents.
* Counseled in English, Kannada, Telugu, Tamil, and Hindi.
* Given over 15 school talks and seminars on parenting.

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**Current Location – UAE, Dubai**

**Citizen: Indian**