

## NARESH NAYAK PATHLAVATH

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I am a Human Resource graduate with a strong foundation in communication and interpersonal skills, bringing over 9 plus years of experience as a **Talent Acquisition Specialist** in **Non – IT & IT recruitment**; my expertise includes robust **stakeholder management** and extensive experience in leading and managing teams. I am adept at overseeing the daily functions of the human resource department, from handling joining formalities to executing effective exit management processes.

## EXPERIENCE

**PepsiCo GBS** on the payroll of **Allegis Global Solutions** 01/2022 – 11/2023

### Recruitment Relationship Manager



- Responsibilities
- Working at client place as a **RPO** (Recruitment process outsourcing)
- Working on-site at the client's location, closely collaborating with hiring managers stakeholders, and on shore team
- Across **APAC** and **AMESA**, particularly with **FLNA & PBNA** teams
- Understanding staffing needs and managing end-to-end recruitment activities to fulfill client requirements within specified timelines
- Utilizing various channels for talent acquisition, including Naukri, LinkedIn, and other job boards
- Gathering the client requirements and analyzing the requirements and sourcing the profiles according to the client's requirement through various available channels like portal, database references headhunting job posting on the popular portals etc
- Expertise in bulk hiring/ mass hiring, with commendable experience in sourcing, screening and selection process Following up with the client daily to know the interview feedback / status
- Hands on experience in stakeholder management and client management
- Conducting HR discussions, salary negotiations, and overseeing documentation for on boarding and exit formalities.
- Sourcing technical talents through creative methods to source technical talents, particularly for niche and super-niche requirements.
- Supervising the recruiting team and providing performance reports. Managing the entire offer process, including negotiation, approvals, and rolling out offers. Generating reports and metrics on recruitment activities, including time-to- fill, source of hire, and candidate quality for stakeholders and management.
- Conducting full-lifecycle recruitment for all positions developing scalable strategies for talent acquisition.
- Building and maintaining a network of potential candidates through proactive research and relationship management
- Facilitating onsite and remote interviews to ensure a positive candidate experience.
- Driving the recruiting process including screening, interview scheduling, consolidating results, and checking references
- Managing the entire offer process, including negotiation with candidates taking approvals from HOD's if required from HRBP and rolling out offers
- Taking care of reports and metrics on recruitment activities including time-to-fill source of hire and quality Of candidates to stakeholders and management
- Designing tracking and reporting recruiting performance metrics to drive continuous improvement
- Managed various projects encompassing **Finance, R&D, and HR, with expertise in Financial Planning and Analysis (FP&A), Financial Analyst roles, Commercial Finance roles, Supply Chain Finance, Transformation roles, and Techno- Functional roles in finance. Additionally, handled Spec Management roles, Knowledge management, Data analysis, Focal Point, Market Analysis, Total Rewards, Job evaluation, Salary planning, and reporting analysis**

**Shriram Life Insurance** | **Deputy Manager** 04/2021 – 10/2021



- Responsibilities
- Talent Acquisition Deputy Manager -Non-IT recruitment NBFC/BFSI/Insurance,
- Facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Leading the recruitment projects for different Non-IT positions consulting in local market and daily cooperation with Hiring managers
- Source suitable candidates through various channels like Naukri.com/ LinkedIn/Internal talent pool/Internal applicants/referral program, and HR discussion/ Behavioral based interview and salary negotiation for selected candidates
- Hands on experience on vendor management HR discussions salary negotiations documentation on boarding and exit formalities etc, team handling exposure manpower planning etc.
- Team with over 3+years of experience specializing in Non-IT recruitment,
- Employee relationships and resolving critical human capital business issues

- Interdepartmental coordination consultative relationship building, communication and schedule planning.
- Sourcing technical talents through creative methods. Leverage hiring for niche & super niche requirements. Supervising the recruiting team and report on its performance
- Conducting full-lifecycle recruitment for all positions developing a scalable strategy for our talent acquisition program
- While aggressively targeting and recruiting exceptional candidates
- Proven ability to successfully multi-task in a dynamic, fast-paced environment while meeting all deadlines.



**Spandana Sphoorty Financial Limited 04/2016 – 04/2021**

#### **Talent Acquisition Manager – Non IT & IT**

- Responsibilities
- Manage the entire spectrum of the recruitment process for IT & Non-IT roles in MFI/NBFC/BFSI sectors.
- Initiate preliminary discussions with stakeholders to finalize job descriptions.
- Ensuring all open positions are approved according to the process, posted, and advertised internally and externally. Track candidates accurately through relevant workflow steps.
- Ensure strict adherence to hiring guidelines throughout the process, including pre-screening applications (internal and external) based on filters and coordinating technical discussions.
- Source suitable candidates through various channels such as LinkedIn, Naukri.com, internal talent pools, internal applicants, and referral programs Conduct HR discussions, behavioral-based interviews, and salary negotiations for selected candidates.
- Managing recruitments for volume hiring, mass hiring, and leadership positions, optimizing recruitment costs through job portals, consultants, advertisements, and referrals
- Managing new hire on boarding and develop general strategies to attract and retain employees
- Coordinate with the training manager to schedule training for new recruits, complete on boarding and joining formalities, and coordinate reference checks
- Manage day-to-day HR operations across multiple sites, Coordinate and manage all departmental functions, including pre and post- joining formalities, confirmations, transfers, leave and attendance, performance management, exit management, and corresponding internal controls
- I have experience managing various roles in core **Finance and Accounts, including Finance Managers and Senior Managers, Senior Accountants, Qualified Chartered Accountants, Finance Controllers, Internal Auditors, Branch Accountants, Accounts Payable and Receivable roles. I have also worked with AVP & VP Finance, AVP & VP Accounts and Taxation, Credit roles, Investment roles, Direct and Indirect Taxation, Risk Managers, Treasury roles, Corporate Finance, Back-end Operations, Insurance, Legal, and Company Secretary roles, as well as Field Operations roles, .NET Developer, ASP.NET Developer, .NET Architect, Full Stack .NET Developer, Dot NET Software Engineer .NET QA Engineer, Front end developer, Android Developer, IOS Developer, Manual Tester, Web Developer, Network Engineer etc.**
- **Operations**
- Publishing joiners' information and on boarding formalities to the Managing Director (MD).
- Manage internal movement processes and maintain personnel files of employees, ensuring all relevant documents are available in each personnel file.

**Techno Soft Corporation 07/2015 – 03/2016**

**IT Recruiter and Non-IT Recruiter (Deloitte and Dell)**

**DRS Group – Agarwal Packers and Movers**

**HR Executive 02/2014 – 04/2015**

#### **EDUCATIONAL**

**M.B.A Human Resources**

Guru Nanak Institutions of Technical Campus – Hyderabad, India