



# POOJA RAGHAVAN



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## ABOUT ME



### HR Scheduler

A passionate HR professional who is striving to bring my 100 % to the work I do and my goal as a recruiter is to build strong, long term, mutually beneficial relationships with candidates and the clients alike thereby contributing to the growth of organisation I am committed to.

## EDUCATION



### • Bachelor of Engineering / Bachelor of Technology, Electronics And Communication

Holy Trinity School  
CBSE  
Palakkad, Kerala

Graduated, March 2017

## WORK

### EXPERIENCE



May 2021 - Current

### HR Scheduler

Accenture PLC

Bangalore, Karnataka

- Correspond with candidates and EI including sending HireVue/Mettle/Abacus tool links.
- Follow up with EI on interview feedback/outcome.
- Assist Interviewers in updating feedback on the tool.
- Interact with recruiter / business where needed.
- Scheduling interviews basis on the availability of the candidates and interviewer and working closely with recruiters & Hiring Managers to manage overall scheduling process.
- Following up for the feedback post interview with hiring managers.
- Feedback closure on tool.
- Provide follow-up correspondence to the candidates on feedback status via email if necessary.
- Educate client on the recruiting process and the roles involved in the process.
- Assist in the coordination of other recruiting activities as needed
- Internal stake holder management.
- Meeting targets/metric assigned monthly.
- Timely Email management with minimal escalations.
- Handle multiple priorities, while taking a proactive approach.
- Promote a positive candidate experience.
- To provide with a detailed MIS report on the assignment conducted.



November 2017 - January 2019

### Associate Consultant

Capgemini Technology & Services

Bangalore, Karnataka

- o Bench management - Effective utilization of resources to ensure minimum idle time.

1. Mapping bench resources against open demands and thus fulfilling the project requirement.
  2. Managing bench drives based on skills and fulfillment of the same based on requirements with the help of leads.
  3. Managing resource utilization based on roll-off plans.
  4. Ensuring 100% utilization of resource through mutualization.
  5. Regular interaction with the competency to ensure that the bench resources are skilled as per current demand, by creating ad hoc training requests.
  6. Shadowing young professional: Newly trained fresher's are assigned to projects for certain duration to ensure that they get live experience.
  7. Enable internal pipeline for niche skills with the help of competency leads.
- o Demand Validation team - Creation and checking the validity of the demand.
1. Creation of demand or requirement forecasted against projects.
  2. Consistently Maintaining SLA.
- o Staffing - Sharing the employee profiles with the Project and fulfilling the requirements.
1. Managing Employee data.
  2. Monitoring the existing tagging status of employees.
  3. Monitoring the existing open demands and proposing suitable candidates against the demands.
  4. Maintain standard Job description for each demand and propose the same to the Hiring Team.
  5. Produce Periodic Reports for senior management.
  6. Using Internal tools for demand creation and Resource Management.
  7. Analyze the demand fulfillment and take necessary action to meet the target.
  8. Communicate regular compliance with senior management.
  9. Interact with Multiple Project/ Engagements to understand the resource requirements.
  10. Trigger External recruitment for the demands not meeting with internal available resources.
  11. Handle issues, escalations from resourcing perspective.

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PERSONAL



Birthday: • 15/02/1996

Nationality: • Indian

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## Declaration Statement

I, Pooja Raghavan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

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**Pooja Raghavan**

Bangalore , Karnataka  
27/09/2021