

- Dynamic HR professional with 10+ years of experience in talent acquisition, recruitment, sourcing, corporate and lateral hiring and onboarding processes within technical & financial services industry.
- Extensive expertise in the complete recruitment cycle, encompassing job analysis, candidate sourcing, phone screenings, conducting face-to-face interviews including, competency-based interviews, and managing hiring processes for temporary roles and contract extensions with a proactive head-hunting approach
- Demonstrated success in simplifying and scaling operations through partnerships with leadership; skilled in managing multiple vendors and collaborating with Procurement.
- Experience in fulfilling recruitment needs across various sectors, including Manufacturing-Robotics, Telecom, IT, and Non-IT, with technical and functional expertise in sourcing mid, senior, and executive-level professionals across different locations.
- Experienced in conducting face-to-face interviews, including competency-based assessments, and generating business-focused management information.
- Collaborated with the Client Services Manager to develop and implement effective sourcing strategies, enhancing recruitment efficiency for various roles.
- Experienced in leading teams and executing strategies to meet business goals, prioritizing urgent tasks for efficient, cost-effective project management.
- Monitor and upheld established service levels with the Client Services team, ensuring clear communication regarding performance metrics and progress towards required targets.

Core Skills

Talent Acquisition & Onboarding:

- **Client Relationship Management:** Develop relationships with agencies as needed, gathering essential information to keep both internal and external stakeholders well-informed.
- **Industry-Specific Sourcing:** Expertise in sourcing talent for roles in retail banking, investment banking, and wealth management.
- **Risk Assessment:** Possess ability to evaluate candidates' risk profiles and align them with industry standards and regulatory expectations.
- **Performance Metrics Analysis:** Proficient in analyzing onboarding and recruitment metrics to drive continuous improvement in processes.
- **Technical Skill Assessment:** Experienced in evaluating candidates' technical skills and cultural fit for software development, Networking, and IT support roles.
- **Agile Recruitment Practices:** Familiar with agile methodologies to adapt recruitment processes in fast-paced IT environments.
- **Diversity Hiring Strategies:** Proven ability to implement diversity and inclusion strategies within IT talent acquisition.
- **Candidate Experience Enhancement:** Focus on improving the onboarding journey for technical staff to ensure a smooth integration into agile teams.

Stakeholder Collaboration & Offer management: Strong ability to partner with divisional leadership and branch management to drive initiatives and support onboarding processes.

Project Management: Proven skills in managing projects, staffing, and performance to ensure effective solutions and implementations. Strong people management skills with a focus on project management and execution with the ability to lead cross-functional teams to effective solutions and implementations

Technology Proficiency: Proficient in Windows-based software, including Word, Excel, Outlook, MS Access, ATS (Application Tracking System), Oracle HCM and HRIS, to streamline processes and documentation.

Performance Management & Strategic Collaboration: Oversee the onboarding team, focusing on performance management, staffing, and related activities. Forward thinker and ability to collaborate and drive progress, results and business goals with strong multi-tasking & prioritization skill.

Expert Negotiator: Proficient in strategic negotiation and conflict resolution.

Technologies Hired

Banking	IT, Telecom & Networking	Big Data & Data Science
• Operation Risk Control and Governance • Regulatory Reporting – Capital Market • Settlement and clearing (ISO 15022 certified) • Portfolio Manager • Financial Analyst • Financial Advisor	• SAP • Software Testing • System Design, Java, Python, Dot Net • UI & UX Developer • Web & Cloud Technologies • IBM Mainframe • Salesforce & PeopleSoft	• OBIEE-11g • Hadoop • AI - Artificial Intelligence • ML - Machine Learning • Data Engineer – Python • Oracle and Oracle Apps.

Certificate

Social Recruitment Certificate, Udemy

Work Experience

Talent Acquisition Lead - Freelancer
Radiix Infiniteii | Toronto (Start Up)

Jan 2025 – Present

- Managing 1 person
- Responsible for sourcing candidates utilizing multiple channels including LinkedIn, social media
- Defined role requirements, utilizing innovative sourcing techniques such as networking and headhunting to attract top talent
- Experience in hiring for different domains – IT, Telecom, Automotive, Technology, Banking
- Recruiting for Contract Positions

Talent Acquisition/Sourcing Lead
Michael Page On roll - Flexi Ventures | Gurgaon

June 2023 – Till date

- Analyzed resourcing plans and defined role requirements, utilizing innovative sourcing techniques such as networking and headhunting to attract top talent.
- Built and maintained robust talent pools, identifying gaps in candidate qualifications and proactively sourcing new candidates to meet client needs.
- Compiled and curated long lists of qualified candidates for the Client Services team, ensuring alignment with specific role requirements.
- Generated timely and accurate activity reports, providing critical management information to support

strategic decision-making.

- Crafted high-quality communications in accordance with client brand guidelines, enhancing overall engagement and professionalism.
- Participated in internal presentations and evaluation meetings, contributing insights and feedback to improve sourcing and recruitment processes.
- Identified and proposed process improvements and service enhancements, fostering continuous improvement within the Client Services team.
- Experience in hiring for different domains – IT, Telecom, Automotive, Technology, Banking
- Identifying and engaging candidates through a variety of methods that include headhunting, networking, LinkedIn Searching, and advertising.
- Hired candidates for niche skill set in 30 days which saved client time.
- Managing and accessing applications throughout the recruitment process to guarantee a high level of satisfaction.
- Understand the customer issue and offer them appropriate solutions. Interacting with client on daily basis to acquire their trust.
- Developed and maintained relationships with external agencies, ensuring effective communication and collaboration to keep all parties informed.

**Talent Advisor, 360 Senior Recruiter -
Randstad**

July 2019 – March 2023

Client – Ericsson (Onsite)

- Developed and implemented recruitment strategies, including job posting and advertising, referral programs, leveraging social media, job boards, and other channels for diverse candidate sourcing.
- Conducted in-depth interviews with potential hires to assess experience, skills & knowledge.
- Facilitated onboarding of new hires, ensuring successful transition into the organization.
- Utilized ATS to manage candidate pipelines, track recruitment metrics, and analyze recruitment data.
- Provided guidance on career development opportunities to employees.
- Led the end-to-end recruitment process, collaborating with hiring managers to define job requirements, sourcing candidates, and managing the selection.
- Built and maintained relationships with key stakeholders, including hiring managers, recruiters, and HR business partners.

Client – Grey Orange (Onsite)

- Managing 2 people
- Researched industry trends related to recruitment best practices and participated in staff meetings and workshops designed to improve recruitment processes.
- Restructured referral programs to convert at higher percentages.
- Identified potential candidates through job postings, online databases, and referrals.
- Responsible for end-to-end life cycle from sourcing, screening, submitting resumes, coordinating interviews, processing the offer, engaged in background check, and candidate joining.
- Partnering with hiring managers to understand hiring needs, business objectives, and required candidate job level, experience, characteristics, and competencies.

SHAILLY SRIVASTAVA

Talent Acquisition & Sourcing Lead

shailly271090@gmail.com

+1 437-933-2910

Recruitment Executive – Experis IT

April 2016 – June 2019

Client – Publicis Sapient (Onsite)

- Handled permanent and contract positions and worked directly with Director for FXTE Positions.
- Responsible for creating/posting the requisition, advertising, sourcing, screening, submitting resumes, coordinating interviews, and processing the offer.
- Screened resumes, conducted interviews, negotiated salary, and ensured joining of candidates.
- Coordinating with the Background check team and processing the offer to ensure successful completion of the Recruitment process.
- Sharing requirements, checking duplicity, validating profiles, and scheduling L1 interviews.

Client – HCL Technologies (Onsite)

- Business engagement with senior leadership to create Talent Hiring Ramp.
- Responsible for sourcing candidates utilizing multiple channels including LinkedIn, Naukri, employee referrals.
- Conducted drives for bulk hiring and lateral hiring, screened resumes, conducted interviews, negotiated salary and ensured the joining of offered candidates.
- Developed interview questions tailored to specific job roles.
- Prepared reports regarding recruitment activity such as number of applications received, sources used for recruiting.
- Managed ATS ensuring data accuracy throughout the process.

IT Recruiter – Jconnect Infotech

September 2014 – March 2016

- Responsible for screening, short-listing, mapping skills with requirements, interest check of the candidates to the final placement of the candidates.
- Handled across technologies/software skills and recruited IT professionals for all levels.
- Understood the client requirements and sourcing candidates using internal databases, job portals, referrals, and social networking sites.
- Scheduling Telephonic / F2F Interviews according to the candidate & client's requirement.
- Provided guidance to new hires regarding onboarding process, company policies.

Education

Amity University

Master of Business Administration - Human Resource Management**Additional Information**

Date of Birth	- 27-Oct-1991
Marital Status	- Married
Sex	- Female
Nationality	- Indian
Visa Status	- Holding Open Work Visa for Canada

SHAILLY SRIVASTAVA

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shailly271090@gmail.com

+1 437-933-2910

LinkedIn URL - www.linkedin.com/in/shailly-srivastava-5a7a3366