

# YASHVANTH SIVARUBAN

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## SUMMARY

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Seasoned Talent Acquisition Specialist with over 4+ years of experience between in-house and external end-to-end technical recruitment across the Sales and Technology space.

## EXPERIENCE

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Business Development Specialist – Aisling Group Sdn Bhd (Contract)

June 2024 – Sept 2024

- Part of Aisling Group's [Learning and Development \(Training\) department](#) where I was involved in the end-to-end sales process management, reporting and client account management.
- [Secured billings of over RM36,000 during a three-month tenure](#) for clients ranging from Technology and Energy to Hospitality.

Talent Acquisition Specialist – Recruitopia (RaaS Startup)

May 2023 – Jan 2024

*(Retrenched due to closure of company in Mid-December 2023)*

- **Talent Acquisition**
  - Designed and implemented streamlined recruitment processes:
    - [Created a TA Process Flow](#) for one of our core models – Executive Search, Contract Outsourcing, Referral Hub.
    - [Developed core recruitment templates](#) – Hiring Intake Form, Candidate Profile, Client Progress Report, Background and Reference Check Form.
    - [Developed structured pre-screening guide](#) for internal purposes (Candidate Call Structure Guide)
  - [Mapped out and developed candidates' journey](#) (using our Referral platform and going through our application process) via UX Journey Mapping methods.
  - [Build a candidate pipeline](#) from scratch which led to an increase in quality-based candidates readily available for clients and reduced time-to-fill.
  - [Created and Managed Applicant Tracking System via Google Sheets](#) which led to improved candidate tracking and data analysis.
- **Client Account Management**
  - [Managed 5 client accounts](#) across the Personal Healthcare, Electronics and Cloud Technology space focusing on junior to management-level roles.
  - Maintained weekly deliverables in terms of quality-focused resume submissions with an average of a [40% conversion rate](#) to shortlisted interviews.
  - [Created a bi-weekly progress report](#) as part of our client management process to ensure consistent quality in terms of deliverables and managing agreed expectations from both sides.
- **Marketing & Communications**
  - [Developed and implemented a LinkedIn Personal Branding guideline](#) for our internal staff to strengthen our company's brand identity which included:
    - Creating/Re-branding your LinkedIn profile
  - Collaborated with CEO in [developing and executing content marketing strategy](#) for Q3/Q4 which resulted in a 20% boost in brand visibility and 15% increase in online engagement.
  - [Authored 2 articles within the Talent Acquisition space](#) focusing on 4 core content pillars we created that surrounded our target audience's critical pain points.

- Achieved 100% annual billing target within the first 6 months upon joining with a key specialization in the corporate division (Sales and Creative roles) and Technology (Java and QA Engineers).
- Have been working with clients from Fintech and B2B Digital Marketing to MNC conglomerates across Media and F&B.
- Have been involved in an RPO project for an MNC conglomerate, working on marketing-based roles and IT roles with end-to-end exposure from screening to onboarding of candidates.
- Played an advisory role within RPO to level expectations between clients' needs and market benchmark for those roles.

- Assisting project leaders and consultants in a change management project for a major power and utilities company.
- Conducting analysis and tabulation of data through Excel spreadsheets.
- Handling entire project management landscape and conducting probability analysis through a project management dashboard software.
- Working closely with clients and preparing weekly progress reports based on weekly PMO tracker for partners' and directors' discretion.
- Supported BCG team in a cost-cutting and rationalization initiative for a large public sector company within Malaysia.
- Analyzed current data and created models to showcase potential cost savings to BCG team for different key areas as part of proposed solution.
- Facilitated core work stream discussions targeted at gaining actionable insights on infrastructure logistics and collated data for detailed analysis.

## EDUCATION

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**University of the West of England, Bristol (UK)**  
*Bachelor of Arts (Hons) in Accounting and Finance.*

July 2019  
Current CGPA: 3.56

## SKILLS

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**Language Proficiencies:** English, Malay

**HR Technical Skills:** Technical Recruitment, Market Mapping, RPO, Business Development, Account Management, Project Recruitment (HVR), Project Management (PMO), Employee Engagement.

**Other Technical Skills:** Data Analysis, Market Research, Database Management.

**Software:** Alteryx, Tableau, ATS (Bullhorn, Manatal), HTML, CSS, JavaScript, ES6.

## EXTRA CURRICULAR ACTIVITIES

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**Senior Researcher, Financial Literacy for Youths (FLY) Malaysia**

**January 2018 – June 2019**

- Led a research team of 2 junior researchers and 1 editor per article.
- Publications: A Brief Comparison between GST and SST (2018), A Comprehensive Breakdown of 'Income Tax' (2018), Three Ways to be Financially Free (2018), The Impact of Child Marriages on the Economy (2018).

**Top 20 Performer APAC, Credit Suisse HOLT Valuation Challenge 2019**

**April 2019 – June 2019**

- Conducted an intensive comparative analysis between Expedia Group and Booking Holdings within the Travel Industry by utilizing the HOLT framework to determine the most suitable investment option.
- Deduced that Booking Holdings was a suitable investment opportunity given the strong and sustainable business model and a 235% upside on its warranted price relative to Expedia Group

## REFERENCES

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Available Upon Request