

TALENT ACQUISITION LEAD

Resourceful and pragmatic leader with extensive experience in operationalizing strategic visions, streamlining recruitment & talent acquisition processes, and implementing effective HR strategies. Serves as the primary point of contact for global employees and leaders, spearheading team structure, succession planning, skill development, employee retention, performance management, and payroll operations. Leveraged competitive insights to shape organizational strategies and talent agendas with executives. Creates an environment where employees can grow, learn, and thrive.

Top Skills: Candidate Sourcing | Employer Branding | Data-Driven Recruitment | Stakeholder Engagement | Performance Management Policy Development | Change Management | Training | HRIS Proficiency | Regulatory Compliance | Data Analysis & Reporting

Technical Skills: HRIS | Payroll Tools (e.g., QuickBooks) | Microsoft Office Suite | Google Workspace | Applicant Tracking Systems (ATS) Slack | Zoom | Microsoft Teams | Trello | Asana | Jira | Excel

KEY HIGHLIGHTS

- **Talent Acquisition Strategy Development:** Achieved a 20% increase in client satisfaction scores and a 30% decrease in time-to-hire by analyzing specific client requirements and customizing talent acquisition strategies and recruitment plans.
- **International Hiring Strategy:** Created and implemented international hiring strategies for Eastern Europe, the US, UK, Russia, and Southeast Asia, diversifying the candidate pipeline and boosting international hires by 30% through regional insights.
- **Conflict Resolution:** Improved employee relations through structured feedback and mediation programs, decreasing grievances by 30% and raising job satisfaction by 15%.
- **HireRight Project:** Implemented a streamlined candidate onboarding solution that optimized HR workflows, automated processes, and improved communication, resulting in faster onboarding and enhanced candidate satisfaction.

PROFESSIONAL EXPERIENCE

Talent Acquisition Team Lead • TechSea • Lahore, PK • Feb 2025 – Present

- **Team Leadership:** Lead and mentor a team of recruiters, overseeing the full-cycle recruitment process across multiple departments, including technical and non-technical roles.
- **Strategic Sourcing:** Developed and implemented advanced sourcing strategies to attract high-quality, passive candidates for niche and hard-to-fill positions.
- **Market Insight:** Conducted market research and talent mapping to align hiring strategies with industry trends and business goals, enhancing the company's competitive positioning.
- **Process Optimization:** Streamlined screening and interview processes by introducing structured, competency-based assessments, improving overall efficiency and candidate experience.
- **Pipeline Development:** Built and maintained strong talent pipelines and industry relationships to ensure a consistent flow of qualified candidates for current and future hiring needs.

Talent Acquisition Consultant • TechSea • Lahore, PK • March 2024 – Feb 2025

- **Sourcing & Candidate Engagement:** Leveraged advanced sourcing methodologies and filtered talent pipelines to engage passive candidates, making a 40% improvement in hiring highly skilled, niche talent.
- **Market Research & Analysis:** Conducted market research and competitive analysis to refine talent acquisition strategies in alignment with industry trends and benchmarks, which positioned organization as a competitive leader in attracting top talent.
- **Screening & Selection Process:** Enhanced process efficiency by streamlining the screening and interview procedures with competency-based assessments, resulting in a 25% reduction in the interview-to-hire ratio.
- **Relationship Management:** Built a large network for quick access to a diverse talent pool, vetting the right candidates for open positions and ensuring a continuous flow of talent and opportunities in the future.

Talent Acquisition Assistant Manager • Mogul Press • Brooklyn, NY • Jan 2023 – March 2024

- **Recruitment Process Management:** Directed comprehensive recruitment efforts for a diverse range of candidates, prioritizing adherence to company standards and fostering an inclusive hiring approach.
- **Candidate Management:** Assessed candidate capabilities during screening, interview, and evaluation processes by following standardized evaluation criteria which slashed the time-to-hire by 20%.
- **Onboarding & Compliance:** Managed the onboarding process and the acceptance of job offers in line with company standards and regional regulations, ensuring a seamless transition for new hires into the organization.
- **DEI:** Created a welcoming and inclusive environment that made candidates feel valued and informed during their onboarding, leading to a 15% boost in new hire retention.

Assistant HR Manager & Admin Officer • Anedea • Lahore, PK • Aug 2020 – Dec 2022

- **Hiring & Recruitment:** Supervised the recruitment lifecycle, developing structured interview frameworks and collaborating with hiring managers for strategic talent acquisition.
- **Payroll and HR Compliance:** Led payroll operations and compliance, introducing automated systems to ensure accurate, timely disbursements and maintain audit-ready records, reducing errors by 20%.
- **Employee Development:** Coordinated and monitored employee training programs, enhancing onboarding, skill workshops, and performance evaluations.
- **Employee Retention:** Refined job postings and standardized interview processes, resulting in a 25% reduction in time-to-hire and an 18% improvement in new-hire retention.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration • The University of Lahore • Lahore, Pakistan

Scrum Fundamental Certified • ScrumStudy | Identifying Competitive Risk • Harvard Business School Online

Organizational Leadership & Change • Massachusetts Institute of Technology (MIT)