

CURRICULUM VITAE

Professional summary

- Total of 13 years of experience into recruitment, of which 6 yrs has been into Engineering – hiring for India.
- Currently working with Symantec as a Principal Recruiter – Talent Acquisition.
- Started my career in sourcing and then moved to end to end recruitment
- Good communication skills.

WORK EXPERIENCE

Symantec Software, Pune

April 2008 – till date

Principal Recruiter

Symantec has evolved to become the global leader in cyber security, with more than 11,000 employees in more than 35 countries.

Positions held in Symantec:

Princ Recruiter: Aug, 2018 -till date

Senior Recruiter: July, 2016 till June, 2019.

Recruiter: Dec, 2013 till June, 2016.

Staffing specialist(Sourcing): July, 2010 till Nov, 2013.

Associate Staffing specialist(Sourcing): April, 2008 till June, 2010.

Key responsibilities as a Recruiter:

- Responsible for End-to-end recruitment, for critical, junior & senior level engineering positions for India.
- Work closely with hiring managers, to expedite hiring decisions, offer approvals, candidate onboarding, compensation discussion & overall candidate experience.
- Improved stakeholder communication through weekly meetings/ calls with hiring managers.
- Metrics: Worked on various metrics for the stake holders, on requisition status.
- Effective utilization of sourcing tools like job boards, employee referral, social media recruiting for cost optimization.
- Worked on prescreening rounds for engineering teams through Hacker rank.
- ATS: worked on Workday, Kenexa and peoplesoft.
- Market intelligence by creating list of target companies.
- Drove time bound special referral rewards program specific to the business unit.
- Worked on projects related to Talent acquisition.
- Participated in campus hiring.

Key responsibilities as an Associate Staffing specialist & Staffing Specialist(Sourcing).

- Responsible for sourcing in EMEA and USA (worked for limited time) region.
- Worked on active and passive searches for requisitions in engineering, sales, marketing, Tech support business groups.
- Conducted passive hunt from various social networking platforms.
- Excellent sourcing skills using complex Boolean strings, as well as keyword search.
- Placed on a secondment in UK (6mths), to handle end to end hiring for the engineering and Tech support BU.

OS2i

Feb 2007 – Mar 2008.

E-recruiter

OS2i was the first company in the world to provide offshore Recruitment Process Outsourcing to the global recruitment industry.

Key Responsibilities:

- Understanding the client requirements thoroughly.
- Extensive use of Internet recruiting tools like the job boards, social media searches for UK based clients.
- Handled requirements for IT, Oil & Gas, Sales/Marketing sector.
- Conducting Passive searches by using Boolean method.
- Maintain strong ties with the clients and candidates.
- Develop continuous pipeline of candidates to provide backup.
- Has mentored trainee e-recruiters.

ESOFT SERVICES, Pune

HR Executive

Jan 2006 – Feb 2007.

Esoft Services is a placement consultancy located in the city of Pune on Pune-Satara Road,

Key responsibilities:

As a Resource Executive I have been involved in sourcing candidates as per the client's specification through various mode of search using job portals, screening profiles, lining up candidates for drives and completing the final formalities for selected candidates.

Mphasis BPO, Pune

Customer Service Executive

July 2003 – Dec 2005

Mphasis - a global IT and BPO service provider to G2000 companies around the globe.

Key Responsibilities:

Assisted the US based clients in terms of the accounts over the phone, IVR and online.

S.V.Pikale & Co, Goa

Computer Operator Cum Accounts Assistant.

July 2002- June 2003

This company involved in Income Tax & Sales Tax filing and handling the income tax disputes of the corporate client.

Key Responsibilities:

- Auditing the sales and the purchases books, entering information in Tally and doing data entry.

Qualification

Academics	Name of the Institutions	Year of passing
MPM	Pune University	2006
BCA	Goa University	2002
10+2	Goa Board	1999
10	Goa Board	1997

COMPUTER LITERACY

MS – Word , Excel, PowerPoint.

Place: Pune

Date:

Jacqueline Sequeira