

## Saket Chobe

Pune

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### Professional Summary:

- A Talent Acquisition professional with a post graduate diploma in Desktop Application Programming from CDAC and 9.5 years of experience in IT Recruitment
- Experience with different industries – worked with Banks (BFSI), IT Service Provider and Consultancy
- Interested in getting into product hiring
- Proven ability to self-manage multiple positions by sourcing, screening, qualifying candidates, coordinating interviews, conducting HR discussions and by managing negotiations. Built and maintained relationships to ensure a consistent pipeline
- Exceptional oral/written communication and interpersonal skills
- Thrives in both independent and collaborative work environments

### Rewards and Recognition:

- **Spot Recognition:** For closing 2 niche roles in a month where the business team was struggling to find a candidate from last 7 months
- **Spot Recognition:** For high number of offers - rolled out 51 offers in a month, all this while doing end to end recruitment!
- **Spot Recognition:** For outstanding contribution in achieving 3000+ hires in a year

### Education:

- Post Graduate Diploma in Advanced Computing from Sunbeam Institute of Information Technology (a CDAC Authorized training center) 2014
- BE from P G Moze COEM, Wagholi, Pune University 2011

### Clients Saket has worked with:

- Oracle, eBay, State Street, Northern Trust, Intuit, Digital Insight, LinkedIn, Netflix, Informatica, Yahoo, Citibank, CLS Bank, Asurion, Jasper Wireless, Endicia, and some lesser known clients

### Positions Saket has worked on:

- Java Developer (Backend, Frontend, Fullstack), Data / Big Data Engineer, Data Scientist, Artificial Intelligence, ( AI Engineer ), Machine Learning (ML Engineer), SDET, Test Engineer, .Net Developer, UI Developer, DBA, DevOps, Middleware Admin, System Admin, UX Designer etc.

### Experience:

**Kale Logistics Solutions** (a SaaS Based Product Company)

**Manager – Talent Acquisition**

**Oct 2024 – Present**

- Accountable for tech hiring of entire organization
- Understanding the hiring needs from Business Team and plan recruitment accordingly
- Managing a team of 3 Talent Acquisition professionals
- Acting as a bridge between Business Team, TA Team and vendors

**Citibank – Citicorp Services India Pvt. Ltd.**

**Jan 2023 – Jun 2024**

**Officer – Talent Acquisition**

- Responsible for playing pivotal role of Talent Advisor, Talent Partner, to educate, engage, influence the business to hire top notch resource in their business units and team

- Compliance: Handling end to end recruitment. Adhering to recruitment process thereby ensuring that there are no compliances/guidelines breached
- Stakeholder Management: Built and maintained relationships with hiring managers, PMOs and candidates. Working closely with stakeholders to understand the hiring needs and ensure on time fulfilment
- Sourcing Methods: Sourcing candidates through direct sources like Eightfold.ai, Naukri, LinkedIn, Workday, Employee Referrals, Contract Conversions etc
- Worked with vendors as and when needed
- Responsible to process the IJP and Promotions of employees within organisation
- Mentoring recruiters on sourcing and recruiting tactics on niche hiring
- Contributed in org initiatives like Diversity Hiring (DEI), Affinity Hiring (RTW, RYC, PWD, LGBTQ, Veteran)
- Planning, directing, and managing the complete recruitment life cycle for sourcing best talent after identifying manpower requirements
- Present data to business on weekly basis

**Syntel Pvt. Ltd.**

**May 2021 – Jan 2023**

**Associate Specialist**

- IT Recruitment: Handled end to end recruitment
- Weekday Drives: Conducted drives of up to 150 candidates
- Stakeholder Management: Worked closely with stakeholders to understand the hiring needs and ensured on closure of the requirements
- Sourcing Methods: Sourced candidates through direct sources like LinkedIn, Employee Referrals, Contract Conversions, Naukri, Monster, etc
- Vendor Management: Efficient in handling 6/8 vendors at a time for niche and immediate hiring
- Planned, directed, and managed the complete recruitment life cycle for sourcing best talent after identifying manpower requirements through various channels viz. job portals, networking, referrals & headhunting
- Presented data to Practice Head – India on weekly basis
- Acted as a lead when need

**Intelliswift Software Pvt. Ltd.**

**Jun 2018 – Apr 2021**

**Senior Technical Recruiter**

**Strategic Sourcing**

- Responsible for end to end IT recruitment
- Understood the TAT of the requirements and business criticality from the stakeholders
- Focussed on quality potential candidates on various sourcing channels (Naukri, Monster, LinkedIn, Referrals etc.)
- Effective Vendor Management
- Increased the productivity by utilizing the vendor support within TAT

**Candidate Management**

- Maintained an excellent rapport with candidates to avoid back out
- Scheduled interviews with business.
- Coordinated with business in terms of demand fulfilment, job description updates, obtaining various hiring flexes and clarity.
- Coordinated with Business till on boarding to update about the Joining of the Candidates
- Maintained an excellent rapport with stakeholder to improve business flow and avoid escalations
- Mentored new joiners and Junior Recruiters
- Acted as a lead when needed

**Xoriant Solutions Pvt. Ltd.****Nov 2017 – May 2018****Executive Recruitments**

- Searched potential candidates on various sourcing channels (Naukri, Monster, LinkedIn etc.)
- Handled end to end IT recruitment
- Conducted in-depth interviews for technical positions varying from mid-level to senior level requirements
- Conducted professional assessment and verification for skills, experience, availability, compensation, willingness to travel/relocate and overall suitability for the position
- Scheduled interviews with business for client rounds
- Coordinated with business in terms of demand fulfilment, job description updates, obtaining various hiring flexes and clarity

**Akraya Solutions Pvt. Ltd.****Nov 2014 – Aug 2017****Technical Recruiter**

- Assessment & understanding of the profile / job requirement
- Was accountable for end to end IT recruitment including sourcing, headhunting, screening, short listing & scheduling candidates for interview
- Used Naukri, Monster and referral channels to source profiles
- Conducted in-depth interviews for technical positions varying from mid-level to senior level requirements
- Conducted professional assessment and verification for skills, experience, availability, compensation, willingness to travel/relocate and overall suitability for the position
- Communicated with candidates throughout the hiring process
- Maintained daily, weekly and monthly reports
- Involved in building in-house database