SOUMYA DIXIT Talent Acquisition Specialist | Ashburn, VA 20146 simidxt@gmail.com | 6363121892 | linkedin.com/in/soumya-dixit-37b92a7/

SUMMARY - Results-driven Talent Acquisition Specialist with 6+ years of experience in full-cycle recruitment for technical and non-technical roles within the IT ,Telecom & Engineering sectors. Proven track record of sourcing and hiring top talent, partnering with business leaders, and closing high-impact roles. Consistently reduced time-to-fill and improved hiring efficiency by 30%, while boosting candidate engagement.

SKILLS

- **Recruitment Lifecycle:** Full-cycle recruitment, technical & non-technical hiring, stakeholder management, offer negotiation, onboarding, and compliance.
- **Sourcing & Screening:** Advanced sourcing, Boolean search, LinkedIn Recruiter, talent pipeline development, and market mapping.
- **Tools & Analytics:** Applicant Tracking Systems (ATS), data-driven recruiting, and dashboard analysis.
- **Industry Expertise:** IT, Telecom & Engineering.

PROFESSIONAL SABBATICAL

- **Mar 2015 - Nov 2024:** Dedicated this period to managing a successful international relocation and prioritizing family responsibilities, a time that fostered enhanced skills in adaptability, planning, and personal project management.

WORK EXPERIENCE

Innvy Consultants & IT Solution | Pune, India *Recruitment Specialist Intern (Unpaid, Part-Time, Remote) | 11/2024 - current*

- Proactively re-engaged with the talent acquisition field by managing full-cycle recruitment for a portfolio of open positions in the US market.
- Gained hands-on experience with current industry trends by successfully sourcing, screening, and engaging candidates for technical, creative, and marketing roles.
- Developed strategic sourcing pipelines using modern tools like LinkedIn Recruiter to build talent pools for high-priority positions.
- Collaborated with hiring managers to define job requirements, aligning hiring needs with business objectives and contributing to the team's success.
- Maintained accurate candidate data and tracked key metrics in Hirecraft ATS, demonstrating a commitment to data-driven recruiting practices.

Silicus | Pune, India *Sr Executive - Recruitments* | *11/2014 - 02/2015*

- Led recruitment for 30+ IT and engineering positions, reducing hiring time by 20% and significantly enhancing team capability.
- Recognized for successfully recruiting niche talent within 48 hours to fill critical roles and accelerate project delivery.
- Boosted offer-to-join rates by consistently engaging and informing candidates throughout the hiring process.
- Partnered with hiring managers to define role requirements and deliver best-fit talent.
- Streamlined the hiring process by maintaining accurate ATS records and enhancing stakeholder communication.

Tech Mahindra | Pune, India *Business Associate - RMG* | *05/2011 - 11/2014*

- Led strategic, high-volume hiring initiatives across two major delivery units (telecom and IT), effectively meeting dynamic talent demands.
- Conducted proactive market mapping for niche telecom skill sets, enabling a faster turnaround for critical roles.
- Built robust talent pipelines using a mix of job portals, internal databases, and referrals, reducing dependency on external sources.
- Analyzed and presented weekly recruitment dashboards to leadership, providing data-driven insights for key hiring decisions.
- Managed the complete recruitment lifecycle from sourcing to onboarding, ensuring high-quality hires and strong candidate engagement.

Globalhunt India | New Delhi, India *Sr Consultant - Recruitments* | *04/2008 - 02/2011*

- Streamlined end-to-end recruitment for diverse client requirements, successfully filling 50+ positions and improving client satisfaction.
- Enhanced candidate experiences by implementing feedback initiatives that boosted satisfaction ratings and strengthened the firm's reputation.
- Sourced candidates and partnered with clients to uncover talent needs, successfully placing qualified candidates.
- Ensured accuracy in ATS records and delivered timely updates to stakeholders, promoting informed decision-making.

EDUCATION Institute of Management Education | *Pune, India*

- MBA, Human Resources Management | *June 2008*