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# SofiaL

[LinkedIn](#) | 9003805273 | sofia staffing@gmail.com

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## Summary

Lead talent acquisition (with experience in driving hiring processes and building great employer brands). A Data-savvy mindset with expertise in talent selection, be able to build strong relationships with Hiring managers, and lead teams to deliver positive outcomes. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling, and employee referrals. Experience in recruiting candidates across the globe for companies ranging from small privately owned firms to Fortune 500 corporations, including VMS and MSP-based clients. A proficient handling team of skilled recruiters and trained the mentor's newbies.

## Skills

- New Hire Onboarding
- Staffing Agency Coordination
- Stake holder Management
- Strategic sourcing
- Candidate assessment
- Relationship building
- Data-driven decision making
- Client management
- Recruitment Management
- Recruitment process outsourcing

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## Education and Training

### **Anna University - Tirunelveli | Bachelor of Science**

Computer Science Engineering, 07/2014

### **AWARD**

### **Accolade bronze - Atos Syntel**

Hiring talent to fulfill positions for healthcare industry client projects. This has directly contributed to the revenue growth of the accounts while capturing vital engagements from competitors.

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## Experience

### **ASSOCIATE SPECIALIST - | 11/2021 - 08/2023**

### **Atos Syntel**

- Involved in Full Cycle Technical Recruitment involving sourcing, identifying, interviewing, screening, formatting, technical interview scheduling, salary negotiation, job offer, and on boarding candidates in quick turnaround time.
- Manages peer-level client relationships (expectations, communications, negotiations, escalation, feedback, etc.)
- Conduct regular follow-ups with Hiring Managers to determine the effectiveness of recruiting plans and implementation.
- Supporting the leadership and senior roles.
- Providing the Monthly Payroll input to the HR team.
- Providing the Monthly Business confirmation to the multiple stakeholders on the List of Joiners per month.
- Promoting open Roles Internally for Referrals with an Attractive referral Bonus.
- Address the Hiring Manager's and candidate's queries if any.

- Managing the team and making sure they support the hiring on time and make sure that they build the pipeline for the open roles and priority roles.
- Sourcing and recruiting prospective candidates using a variety of channels Job postings on various channels like (Dice/Monster), LinkedIn, and indeed.
- Arranging interviews via video conference for the virtual presence of candidates
- Act as the candidate's single point of contact from interview to onboarding and have experience generating daily offer letters.
- Experience with ATS tools such as SuccessFactors and initiating background checks.
- Ensure high-quality job requests to attract the most suitable candidates.
- Managing follow-up with applicants and ensuring proper and timely feedback is provided.

#### **SR RECRUITER | 05/2020 - 08/2021**

##### **Etek IT Services - Chennai, India**

- Managed staffing process for hiring consultants on various tax terms such as Corp to Corp, 1099, contract to hire, and W2 hourly, ensuring successful placements.
- Conducted interviews and evaluated applicants' qualifications for contract, contract to hire, and direct positions.
- Successfully recruited professionals of all levels from diverse technology domains including Dot Net, SAP, IOS, Android, Azure Data Engineer, Java/J2EE, C++, C, UNIX, QA/Testing, etc.
- Possessed exceptional knowledge of immigration visas including H1B, EAD, GC, US Citizen, TN Visa, and OPT
- Skillfully negotiated billing rates for consultants and prospective clients based on applicant's skill level and job offer.
- Demonstrated proficiency in MS Outlook, Office, Word, and Excel software, as well as familiarity with internet navigation and online recruiting technology/tools.
- Conducted salary negotiations, checked references, presented verbal offers of employment to selected candidates, and completed necessary paperwork after hire.
- Utilized internal database, multiple job boards, social media networking, employee referrals, and direct contacts to source qualified candidates.
- Provided coaching and counseling to temporary and permanent employees to ensure quality performance and job satisfaction.
- Delivered training to junior recruiters to enhance their skills and knowledge.
- Developed and maintained candidate relationships to establish a consistent talent pipeline.

#### **TEAM LEAD | 04/2019 - 05/2020**

##### **Fouren Technologies - Chennai, India**

- Led a team of six and managed the entire End-to-End Recruitment process.
- Collected requirements and established relationships with point of contacts.
- Coordinated with clients and ensured timely submission to meet their needs.
- Worked extensively on SAP Requirements- FICO, SD, PP, MM, HCM, ABAP, HANA.
- Designed and implemented an effective recruiting strategy.
- Scheduled interviews and screened candidates for various positions
- Cultivated strong relationships with qualified candidates.
- Specialized in IT roles, ranging from developer to Architect positions.
- Executed full lifecycle recruitment, including sourcing resumes, screening candidates, negotiating rates, and coordinating interviews.
- Accountable for all requirements, including resume collection and submissions for US operations.
- Conducted resume screening, short-listing, interviewing, and follow-up activities until the position was filled.
- Managed contract-to-contract placements for IT professionals
- Utilized job boards such as Dice, Monster, and LinkedIn for recruitment purposes.
- Supervised a team of recruiters and delegated daily tasks.
- Developed and updated job descriptions and specifications
- Assessed applicants' knowledge, skills, soft skills, experience, and aptitudes.
- Successfully met most requirements within given timeframes.
- Ensured timely delivery of candidates.
- Maintained thorough documentation throughout the recruitment process.
- Provided training and guidance to junior recruiters.

- Motivated the team to work diligently on all requirements.
- Served as a primary point of contact and built influential candidate relationships throughout the selection process.

#### **TEAM LEAD | 07/2018 - 04/2019**

##### **AIT Resources Group - Chennai, India**

- Led a team of eight and successfully managed the End to end-to-end recruitment process.
- Provided valuable feedback to the team to ensure efficient client servicing and stayed updated on market and technical trends.
- Mentored and provided ongoing training and support for new recruiters, serving as a resource for senior technical recruiters in understanding policies and procedures.
- Determined hiring managers' needs, prioritized requirements, and allocated them to recruitment teams.
- Developed and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.
- Managed the hiring process in a high-volume and time-sensitive environment, working closely with hiring managers to place candidates on assignments.
- Created databases for client and candidate contact information.
- Owned full-cycle recruiting, including interviewing, offering, negotiating, and closing candidates for assigned requisitions.
- Reviewed and evaluated completed candidate profiles/resumes, assessing work history, education and training, job skills, desired salary/hourly rate, and personal qualifications against open requirements.
- Negotiated salaries and hourly rates, extended offers of employment to successful candidates, and handled all necessary paperwork.

#### **US IT RECRUITER | 07/2017 - 07/2018**

##### **Vinformax Systems Inc. - Chennai, India**

- Implemented staffing processes for hiring consultants on various tax terms such as Corp to Corp, 1099, contract to hire, and W2 hourly, for both full-time and contract positions.
- Conducted interviews and evaluated applicants' qualifications for assignments in contract, contract to hire, or direct positions.
- Demonstrated exceptional knowledge of immigration visas including H1B, EAD, GC, US Citizen, TN Visa, and OPT
- Successfully negotiated billing rates for consultants and their prospective client companies based on applicant's skill level and job offer.
- Exhibited an elevated level of proficiency with MS Outlook, Office, Word, and Excel software, as well as familiarity with internet navigation and online recruiting technology/tools.
- Effectively negotiated salaries, checked references, presented verbal offers of employment to selected candidates, and completed necessary paperwork after hire.
- Utilized internal databases, multiple job boards, social media networking, employee referrals, and direct contacts as sources to find candidates.
- Provided coaching and counseling to temporary and permanent employees to ensure quality performance and job satisfaction.
- Established and maintained candidate relationships to ensure a consistent talent pipeline.

#### **TECHNICAL ASSOCIATE - RECRUITER | 01/2016 - 03/2017**

##### **Centizen Inc. - Tirunelveli, India**

- Oversaw end-to-end technical hardware recruitment for US professionals (H1B, W2, 1099, etc.) utilizing job portals, company interface, and vendor resources.
- Sourced resumes through various job portals such as Dice, Monster, CareerBuilder, Shine, and Indeed
- Conducted thorough resume screening based on specific requirements.
- Successfully recruited professionals of all levels from diverse technology domains including SAP, Dot Net, Java/J2EE, C++, C, UNIX, QA/Testing, etc.
- Engaged candidates in discussions to understand their requirements and ensure their comfort level.
- Obtained confirmation from candidates and employers, effectively submitting profiles to clients.
- Efficiently scheduled candidate interviews and diligently followed up with concerned authorities.

- Maintained proactive communication with candidates and employers regarding interview progress.
  - Proficiently worked under tight schedules, delivering effective results, and thriving under pressure
  - Conducted initial screening to assess candidates' soft skills and technical strengths.
  - Managed positions including Project/Program Manager, Testing, Developer, and Field Engineer, among others.
  - Documented and reported major customer product issues in a timely manner to the relevant department.
  - Provided training to new employees in the tech support division.
  - Verified applicant qualifications to ensure they meet position requirements.
  - Maintained comprehensive documentation of all candidate conversations within our internal database.
  - Coordinated interviews, made hiring decisions, negotiated salaries, and facilitated onboarding of consultants at client sites.
  - Arranged video conference interviews to enable virtual presence of candidates.
  - Maintained an internal database of consultants categorized by their specific skill sets.
  - Conducted interviews using behavioral interviewing techniques and personality assessments to determine best fit for client needs.
  - Offered training and guidance to new employees in the tech support division.
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