SEEMA SRIVATAVA

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Seasoned Talent Acquisition Professional with 10+ years of experience in the areas of Technical as well as Non-Technical Recruitment in SAAS/Product companies. Expertise in planning, managing, and executing the internal HR Projects.

Profile

- ➢ Technical & Non IT Recruitment
- ➢ Stakeholder Management
- ➢ Campus Hiring
- ➢ Headhunting
- ➢ ATS

- ➢ Leadership hiring
- ➢ Vendor Management
- ➢ HR Project Management
- ➢ Company Mapping
- ➢ Dashboard Preparation

Relevant Experience

2022-01 - Current

Senior Associate TA Partner

JustAnswer, Bangalore

- Managing the End-to-End recruitment process for product, tech & design. Collaborating with hiring managers to understand their hiring needs and goals.

- Leverage multiple sourcing strategies and channels, including external networks, job boards, and internal and external referrals, to provide high-quality candidates for open positions.

- Organizing meetings for Hiring Sync ups, sharing reports and maintaining data for driving market trends and analyzing it with the stakeholders.

- Building a strong talent network and candidate engagement across levels, building tech team from scratch. Actively creating a passive candidate pool for future hiring needs. Extensively used Boolean search/ key-string search and X-Ray Search to find the best match.

- Hired Profiles: Full Stack Developers (C#, .Net, Node.JS, JavaScript, Java, Python, C++), Mobile Apps Developer (Android/iOS), DevOps, Tech Lead, ML Engineer, Data Scientist, SDET, Automation QA Engineer

Projects Handled

- **Employer Branding on LinkedIn**- It is an ongoing process which involves regularly updating the content and responding to feedback to maintain a positive and attractive employer brand image. This includes weekly post or articles on hiring/team outing/employee testimonial/company celebrations/new hire welcome post/colleagues work anniversary post etc.

- **Salary Benchmarking** –in this I evaluated and compared our employee's compensation levels with industry standards and competitors. By analyzing salary data for similar job roles and skill sets, we ensured that our remuneration packages remain competitive, attract top talent, and retain

our existing employees. The compensation data was collected from different job boards, vendors and agencies (Radford/Mercer).
Result – we successfully completed compensation benchmarking for few new roles (Sr. C++ Engineer, Lead C++ Engineer, Finance Director, DevOps Architect and Sr. Data Scientist)

- **ChatGPT Project in Retained Team** - In this project I was given some chats happened in between our experts and customers in medical category. The chats were already evaluated and rated by our internal quality team in terms of customers satisfaction (Happy, unhappy, neutral). I used ChatGPT to assess the same chats on customer sentiments to check how effectively it understands and rates customer sentiments. **Result** – In audit response we concluded that ChatGPT's accuracy was more than 85% and which means it can be used to check customer sentiments in that category.

2015-08 - 2022-01 Senior Recruiter -July 2019 – Jan 2022 Manager – Recruitment Aug 2015-July 2019	## Senior Recruiter *SHL, Gurgaon*

- Handling the complete recruitment for **Aspiring Minds** (now SHL) for tech/non tech roles
- Understanding the open positions, working out a strategic recruitment plan to close the ageing positions. Interact with the hiring manager and find out the reason for ageing and work accordingly.
- Analyze the landscape of the talent pool available in the market for various skills and technologies.
- Handling escalation, giving appropriate solution for all the escalations, and implementing the same with immediate effect.
- Understanding hiring manager's need then sourcing and identifying the best talent and initiating all the activities in the process of talent acquisition process.
- Utilize knowledge of multiple recruiting sources such as Job portals, Job postings, Resume database, References and execute various recruiting strategies.
- Maintaining a systematic and comprehensive database / Pipeline of all candidates as per the skills.
- Responsibility also includes creating/monitoring various Reports [Sourcing Reports, Offer/ Selection Report, Offer Joiner report].

Positions Handled: Backend/Frontend Engineer, iOS/Android Developers, Engineering Manager, Project Manager, Scrum Master, GSD manager, Sr. Research Engineer, Data Analyst, Business Analyst, Research Scientist, Machine Learning Experts, Data Scientist, Business Head-Corporate Sales, DGM- Corporate Sales, AVP-Digital Marketing, AVP-Corporate Marketing, AVP- Government Sales, Strategic Account Manager, Senior Consulting/Delivery, Presales roles etc..

Projects Managed

Campus Recruitment Drive – Collaborated with Tier 1, Tier 2 colleges within Delhi NCR and hiring managers to plan and execute campus recruitment events. Coordinated logistics, conducted technical assessments, interviews, and managed candidate pipelines for multiple Software Engineering positions. Utilized ATS to track candidate data, share feedback, and streamline the hiring process.

Result: Successfully hired and onboarded 35 Software Engineers

2011-08 - 2015-08	## Team Lead – Talent Acquisition *Arriys Infosoft, Noida*

- Handling complete recruitment Lifecycle (E2E recruitment) for Middle and Senior Level Position for Full time, Contract to hire and Contract Employment..
- Handled SAP hiring, .Net, Java, Python, Networking, Javascript & Closed the Position Successfully.
- Scheduling technical interviews and final HR round, Coordinating HR interviews, collecting documents, following up till the candidates are on board.
- Ensuring timely hiring of Quality resources that meet the specifications as per the Staffing plan.
- Sourcing the relevant profiles from the Portal (Naukri), Internal Database, References and Networking (work on social networking also like friends FB, Linked, Gmail, Yahoo)

Achievements: Star Performer for the consecutive 2 years 2011-2013

Education

2009 - 2011   **MBA: HR and Finance**
IIMT Management College – Meerut