

SMITA PAL

Bangalore, Karnataka 560068 | 08095094887 smita_pal@ymail.com

Summary

I am a Human Resources Professional with more than 9.7 years of hands-on recruitment experience for APAC & EMEA. Adept at managing the entire gamut of Recruitment processes from Sourcing to Induction across a wide spectrum of IT and Non-IT Technologies, specialize in niche skills.

Skills

- Stack Holder Management
- Full-life Cycle Recruiting
- Resource Management
- Employer Branding Negotiation
- Strategic Hiring HR Management
- Recruiting Vendor Management
- LinkedIn Recruiting
- Talent Management

Experience

Senior Recruitment Lead

Aug 2018 to Current

Infosys Ltd — Bangalore, Karnataka

Joined Infosys as a Senior Recruiter Lead, I have been aligned to APAC hiring. Handling end to end recruitment also vendors for the respective countries.

- Handle end to end recruitment lifecycle
- Streamlined and structured the recruitment process in India and APAC
- Manage relationships with stakeholders globally, contributing to the success of TA delivery within an organization
- Lead employment branding initiative within the APAC region
- Take ownership of the full recruitment lifecycle for several keys and high-profile business areas, with a strong focus on talent attraction and diversity
- Strong hands of experience in sourcing with different job portals (LinkedIn, Twitter, Facebook, Bing, X-Ray, Indeed, Dice, Boolean, Github, Internet Sourcing, etc).
- For niche role, provide information to the stakeholders regarding market conditions, candidate availability, salary benchmarks
- Actively source candidates and build candidate talent pools
- Involved in creating various strategies to ensure maximum, successful output
- Support and deliver on the overall service delivery targets
- Maintain critical metrics and provide the highest data integrity within reporting

Recruitment Advisor

Jun 2017 to Jul 2018

WS Atkins — Bangalore, Karnataka

- Work closely with hiring managers globally to understand technical requirements and fitment of the role.
- Screening resumes of the candidates based on job description.
- Find candidates through innovative search techniques like (LinkedIn, Twitter, Facebook, Bing, X-Ray, Indeed, Dice, Boolean, Github, Internet Sourcing, etc).
- Engage and activate passive candidates via highly targeted and personalized approaches
- Developing recruitment strategy comprises of job posting optimization, recruiting marketing channel development, job board procurement.
- Identify future talent needs and proactively work on it, develop talent pool or social engagements.
- Manage the recruitment process including initial assessments, interviews, and offers.
- Proficient in using recruitment tools like Social Media, Job Boards, Internet Sourcing, and providing best talent for open positions.

Senior Associate

Apr 2015 to Jun 2017

State Street Corporation — Bangalore, Karnataka

Worked for EMEA region, and Poland requirements maintain Client relationship and attend conference calls to update the client about the progress and activities of the recruiters.

- Sourcing candidates from different channels like social media, job boards, referral.
- Responsible for implementing full life cycle of recruitment from sourcing, Pre-Screening, interviewing, closing offers and Background Verification.
- Supporting Management to decide action plan for improving team productivity.
- Handled 3-member's team to assign the requirements to recruiter.
- Assigned daily goal to all the recruiters and accomplishment of employee benefits and engagement initiatives
- Coordinate with stakeholder to ensure all the process is on time.
- Provide weekly update report on all recruiting activities to the Clients and Managers
- Employee Engagement, Talent management to build a desirable work environment.
- Market Research project for the campus recruitment team.
- Worked on PeopleSoft software.

Senior HR Associate

May 2011 to Apr 2015

Accenture Business Services — Bangalore, Karnataka

I was involves end to end recruitment, for India, European and Middle east countries (Czech Republic, Slovakia, Romania, Poland and UAE).

- POC for Slovakia, direct interaction with clients on call, mails and office communicator (Lync).
- End user of SharePoint and Taleo (ATAS).
- Reporting, Job posting, uploading CV's on the tool (Taleo), creating New joiner form, Admin activities which involved logging for the Access cards for the candidates and enrolling them for induction.
- Maintaining trackers.
- Uploading volumes on SharePoint on daily basis.
- Maintaining the database and uploading the candidate details and profiles.
- Experience on ABACUS.
- Meeting the numbers as per the target set by the reporting manager.
- Sourcing candidates from different channels like social media, job boards, referral.
- Screening short listing candidates sourced through Job portal and validating them on their experience and interest on the role.
- Staffing: Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Background Verification was carried out for the employees as per the policy, education, experience.

Education

Master of Business Administration, Human Resource 2010 IBMR IBS — Bangalore

Bachelor of Commerce 2008 D.S.B College - Kumaun University — Nainital, Uttarakhand

Certifications

- Change Management - Harvard Business School Online June 2020
- Infosys Certified Talent Acquisition Specialist – Infosys Limited June 2020
- HR and Digital Transformation – LinkedIn April 2020
- LinkedIn Certified Social & Technical Recruiter

Additional Information

Tools:

- ABACUS
- Taleo (ATAS)

- Kenexa
- WorkDay
- PeopleSoft software