

# CHANDAN V

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📍 Bengaluru Karnataka

## PROFESSIONAL SUMMARY

Experienced Talent Acquisition and Recruitment Specialist with over 5 years of proven success in managing end-to-end recruitment processes. Specializes in sourcing, interviewing, and onboarding top talent across various industries, utilizing ATS systems to enhance recruitment workflows and candidate experiences. Known for developing innovative talent acquisition strategies that drive organizational growth and foster a high-performing workforce.

## KEY SKILLS

- Candidate sourcing
- Talent Pipeline Management
- Recruitment Strategy Development
- ATS proficiency (SAP Successfactors)
- Interview Scheduling and Conducting
- Offer Management
- Onboarding Support
- Market Research
- Contract hire
- Vendor Management
- Rehire / Country Transfer

## PROFESSIONAL EXPERIENCE

08/2022 - Current **Associate Consultant, Capgemini, Bengaluru, IN**

- **Managed full-cycle recruitment for IT roles** At Capgemini, I managed the recruitment process for software engineers and IT consultants. This involved creating job postings, sourcing candidates through LinkedIn and job boards, conducting initial phone screens, coordinating technical interviews with the engineering team, and extending job offers. Over two years, I successfully filled 30 positions, reducing the time-to-hire by 20%.
- **Utilized ATS to track and manage candidate pipelines** I used Sap SuccessFactors ATS to manage over 300 candidate applications for various IT roles. I tracked each candidate's progress, scheduled interviews, and maintained detailed notes. This streamlined our hiring process and improved communication with candidates, resulting in a 30% increase in candidate satisfaction scores.
- **Conducted interviews and assessments to identify top candidates** Led behavioral and technical interviews, designed assessment tests, and evaluated candidates' skills and cultural fit to ensure the selection of the best talent. Successfully hired 15 top candidates who contributed significantly to project success.
- **Collaborated with hiring managers to understand staffing needs** Regularly met with hiring managers to discuss job requirements, understand team dynamics, and align recruitment strategies with organizational goals. This collaboration ensured quick filling of critical roles, reducing the time-to-fill by 25%.
- **Developed and executed recruitment marketing strategies** Created and implemented marketing campaigns to attract candidates, including social media promotions, job board postings, and participation in career fairs. The campaign attracted over 500 applicants, and we successfully hired 20 new graduates for our management trainee program.

- **Enhanced employer branding through social media and job fairs** Promoted the company's culture and values on platforms like LinkedIn, Facebook, and Twitter, and represented the company at job fairs to attract potential candidates. These efforts increased our LinkedIn followers by 40% and resulted in a 50% increase in job applications.
- **Analyzed recruitment metrics to improve processes and outcomes** Monitored key recruitment metrics such as time-to-fill, cost-per-hire, and candidate satisfaction to identify areas for improvement and optimize the recruitment process. Implemented changes that reduced our time-to-fill by 15% and decreased candidate drop-off rates by 10%.

12/2020 - 08/2022

**Associate Offer Manager, ScaleneWorks People Solutions LLP, Bengaluru, IN**

- **Managed offer processes and negotiations:**  
Prepared offer letters, negotiated terms, and ensured smooth onboarding for 50 candidates, achieving a 90% acceptance rate.
- **Ensured compliance with company policies and legal requirements:**  
Verified compensation packages, benefits, and employment contracts to ensure compliance with company policies and legal standards.
- **Coordinated with HR and hiring managers:**  
Collaborated with HR and hiring managers to finalize offer details, aligning offers with organizational goals and candidate expectations.
- **Maintained candidate engagement during the offer stage:**  
Kept candidates informed and engaged throughout the offer process, addressing concerns promptly to reduce offer declines.
- **Analyzed offer acceptance rates and feedback:**  
Monitored acceptance rates and gathered candidate feedback, implementing changes that increased acceptance rates by 10%.

02/2020 - 06/2020

**Software Associate, Buzzworks Business Services Pvt. Ltd., Bengaluru, Karnataka**

- **Sourced and screened candidates:**  
At Buzzworks, I was responsible for sourcing candidates through job boards, social media, and referrals. I screened resumes and conducted initial phone interviews to shortlist candidates. Successfully sourced and screened over 200 candidates, filling 40 positions.
- **Scheduled and coordinated interviews:**  
Coordinated interviews between candidates and hiring managers, ensuring a smooth interview process. Managed interview schedules for over 100 candidates, improving the efficiency of the recruitment process.
- **Conducted initial candidate assessments:**  
Conducted initial assessments to evaluate candidates' qualifications and fit for the role. This included both technical and behavioral assessments to ensure a comprehensive evaluation.
- **Maintained candidate records in ATS:**  
Utilized ATS to keep detailed records of candidate interactions, interview feedback, and application statuses. This helped in maintaining an organized and efficient recruitment process.

05/2019 - 01/2020

**Junior Consultant, Sonyo Management Consultants Pvt. Ltd., Bengaluru, Karnataka**

- At Sonyo Management, I focused on sourcing passive candidates through LinkedIn, networking events, and industry forums. Engaged with potential candidates to build relationships and encourage applications. Successfully identified and engaged 150 passive candidates, resulting in 30 hires
- Created and implemented sourcing strategies to target specific talent pools. This included using advanced search techniques on LinkedIn and other platforms to find candidates with niche skills

- Developed and maintained talent pipelines for critical roles, ensuring a steady flow of qualified candidates. Regularly updated pipelines based on market trends and company needs.
- Worked closely with recruiters and hiring managers to understand job requirements and candidate profiles. This collaboration helped in refining sourcing strategies and improving candidate quality
- Monitored key sourcing metrics such as response rates, conversion rates, and time-to-source. Analyzed data to identify areas for improvement and optimize sourcing efforts

## **EDUCATION**

08/2018

**Bachelor of Engineering, Computer science and engineering**  
***BNMIT***

## **CERTIFICATIONS**

- Attracting and Sourcing Diverse Candidates, The University of Western Australia
- Recruiting, Hiring and Onboarding Employee, University of Minnesota
- ChatGPT for HR
- Human Resource Management, Udemy