

# Shivank Sonker

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## Objective

*Dedicated Talent Acquisition Specialist with 1.5 years of experience in recruiting for Accounts, Billing, R2R, and IT professionals. Proven ability to effectively manage the full recruitment lifecycle and successfully place candidates in various roles for high-profile clients, including Accenture. Seeking to leverage my skills and experience to contribute to a dynamic organization.*

## Professional Experience

### Talent Acquisition Specialist

[Outworks Solutions Private Ltd.](#)

Noida, UP, IN

Aug 2023 – Present

#### Recruitment and Sourcing:

- Managed full-cycle recruitment for Accounts, Billing, R2R, and IT professionals.
- Utilized various sourcing strategies, including job boards, social media, and networking, to identify and attract top talent.
- Conducted thorough screening processes, including resume reviews, phone interviews, and in-person interviews.
- Collaborated with stakeholders to gather and document business requirements for various projects.
- Conducted thorough analysis of business processes to identify areas for improvement and optimization.
- Developed detailed functional and technical specifications to guide development teams

#### Client Relations:

- Collaborated closely with clients, including Accenture, to understand their hiring needs and requirements.
- Maintained strong relationships with hiring managers to ensure a seamless recruitment process.
- Provided regular updates and reports to clients on recruitment progress and candidate status.

#### Data Analysis and Reporting:

- Analyzed data to generate insights and support decision-making processes.
- Created comprehensive reports and dashboards to track key performance indicators (KPIs) and project milestones.
- Presented findings and recommendations to senior management and stakeholders.

### **Candidate Management:**

- Managed candidate pipelines and maintained a database of qualified candidates.
- Provided candidates with detailed job descriptions, company information, and interview preparation.
- Facilitated the offer and onboarding process, ensuring a positive candidate experience.

### **Process Improvement:**

- Continuously evaluated and improved recruitment processes to increase efficiency and effectiveness.
- Implemented new sourcing techniques and tools to stay competitive in the market.
- Kept up-to-date with industry trends and best practices in talent acquisition.

### **Technical Recruiter**

[ANS RPO Solutions](#)

Delhi, IN

Apr 2022 - Nov 2022

- Recruitment for Non-IT profiles.
- Working with job sites such as Monster, CB, Dice, LinkedIn.
- Extensively worked on multiple requirements for clients mentioned above and handled high volume of needs every day.
- Experienced in delivery of direct sourcing to identify diverse technical profiles using BOOLEAN Search & LinkedIn Recruiter Account

### **Key Achievements**

- Successfully placed over 50+ of candidates in various roles within Accounts, Billing, R2R, and IT sectors.
- Reduced time-to-fill positions by 70% through effective sourcing and streamlined recruitment processes.
- Received positive feedback from clients for exceptional service and high-quality candidate placements.
- Implemented a candidate referral program that increased candidate pool by 80%

### **Education**

#### **Bachelor's Degree in Business Administrator**

Jamia Millia Islamia University

Delhi, IN

Sep 2019

### **Skills**

- Full-Cycle Recruitment
- Talent Sourcing and Acquisition
- Client Relationship Management

- Interviewing and Selection
- Candidate Onboarding
- Recruitment Process Improvement
- Applicant Tracking Systems (ATS)
- LinkedIn Recruiter
- Strong Communication and Interpersonal Skills
- Attention to Detail

## **Certifications**

- Business Analysis and Scrum with JIRA for Software development
- Certified in Basic Microsoft excel Associate