

Curriculum Vitae

Shubham Soni

(Talent Recruiter | Lead Generation | Virtual Assistant)

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Find Me On:-

[LinkedIn](#)

[Upwork Portfolio](#)



CAREER SUMMARY

1. Recruitment

- Over **6+ Years** of overall HR & Marketing experience in **Talent Recruitment & Candidate Sourcing**.
- Well-versed in Sourcing, Recruiting, Interviewing, and Retaining Top Talent.
- Experience in forecasting staffing needs, outlining the selection criteria, and leveraging social platforms and professional networks to source potential talent.
- Extensive working experience in **Advanced Boolean Searches**.
- Having premium subscription to **LinkedIn Recruiter** for the last 7 years.
- Knowledge on different tools like **ClickUp, Lusha, Hiretual, SignalHire, Recruiterflow, Jobscore, Slack, Hunter.io, Overloop, Reply.io, Skrapp** & many more.
- Develop applicant flow for key positions including internet sourcing, external job boards, employee referral programs, job fairs, trade fairs, networking events as a means to obtain a strong pipeline of candidates and to effectively meet hiring needs and business initiatives.
- Consult with management and business partners on current and future staffing needs for key or high-level professional positions.
- Experience in working on different ATS like **Zoho Recruit, Freshteam, Ceipal, BambooHR, Lever & Recrutee**.
- Sourced, assessed and hired over **35 Candidates** for IT & Business roles during my work at **ZenduIT** in given timeframe. Proficient at cold calling and LinkedIn outreach.

2. Lead Generation

- **6+ Years** of experience in **LinkedIn Development & Management, B2B Lead Generation, Email List Building, Calendar Management, Appointment Setting, Email Account Management & Email Marketing**.
- Good knowledge in working with lead database platforms like **Apollo.io, LeadIQ, Lead 411, RocketReach, ZoomInfo & Snov.io**.
- Experience in maintaining, enriching, & updating the database of prospects via **LinkedIn Prospecting, Account Based Prospecting, Data Mining, Web Scraping, Websites, Google X-Ray, Social Media**, and all other relevant channels to generate interest and schedule appointments.
- Having premium subscription to **LinkedIn Sales Navigator** for the last 7 years.
- Proven track record of generating quality leads and streamlining the process from initial outreach through conversion.
- Worked globally with startups as well as mid-size companies from different countries like USA, UK, Canada, Australia, UAE, South Africa, New Zealand, Pakistan, Germany & Singapore.

3. Virtual Assistant

- **6+ Years** of experience as a **Virtual Assistant** in managing Daily Emails, Scheduling Appointments, and Maintaining Client Databases.
- Skilled in **Website Maintenance, Social Media Management,** and **Customer Service,** resulting in increased Website Traffic, Engagement, and Customer Satisfaction Rates.

TECHNICAL SKILLS

ATS	Zoho Recruit, Freshteam, Ceipal, BambooHR, Lever, Jobscore Recuitee, Recruiterflow
Job Boards	Naukri, Indeed, Dice, LinkedIn, Glassdoor, Monster, Cutshort
Interviewing Softwares	Zoho Meetings, Google Meet, MS Teams, Clovers, Spark Hire
CRM	Hubspot, Zoho
Contact Details Finders	Lusha, Hiretual, SignalHire, Contact Out, Prospectworx, Hunter.io
Lead Database Platforms	Apollo.io, LeadIQ, Lead 411, RocketReach, ZoomInfo, Snov.io
LinkedIn Automation Tools	Dux-Soup, Skrapp, Linked Helper
Project Management Tools	Asana, MS Teams, Trello, Clickup
Email Marketing Tools	Mailchimp, Hubspot
Other	Recruit'em, ChatGPT, MS Office, Google Sheet, Canva, Jasper

EDUCATIONAL QUALIFICATIONS

- Bachelor of Technology in Computer Science from AKTU (2014).

CURRENT EMPLOYMENT SUMMARY

Company Name: Copious
Role: Talent Acquisition Specialist - Technical Roles
Employment Type: Contract - Part-Time
Duration: Aug 2023 - Present

Responsibilities:

Shubham Soni | Talent Recruiter & Lead Generation Specialist

- Working on tech roles with product team and helping them in hiring diverse candidates from South Africa, India, Hong Kong & Singapore.
- Coordinate with hiring manager to identify staffing needs & candidate selection criteria.
- Source applicants through online channels, such as LinkedIn and other professional networks.
- Create job descriptions and interview questions that reflect the requirements for each position.
- Compile lists of most suitable candidates by assessing their CVs, portfolios, and references by using our ATS.
- Organize and attend job fairs and recruitment events to build a strong candidate pipeline.
- Maintain records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders.

Company Name: ZenduIT / GoFleet

Role: Talent Recruiter - Tech & Non - Tech Roles

Employment Type: Contract - Part-Time

Duration: Apr 2021 - Present

Responsibilities:

- Helped in setting up whole Indian Offshore Team. Recruited over 35 candidates for Product & Business roles in given timeframe.
- Use social media networks (e.g. LinkedIn, Facebook and Twitter) to look for and connect with potential candidates.
- Interact with professionals on niche platforms, like Github and Behance.
- Review online portfolios and resumes to pre-screen candidates.
- Collaborate with hiring managers to identify each position's requirements.
- Send recruiting emails and follow up with candidates.
- Ask for referrals from internal and external networks for hard-to-fill roles.
- Contact past applicants for new job opportunities.
- Develop a network of potential candidates and industry professionals.
- Log candidate information in our Applicant Tracking System and other internal databases.
- Identify future hiring needs and proactively source potential hires.
- Measure and report on recruiting metrics, like source of hire and time-to-fill.

Company Name: Multiply.io USA & Metalsbuy Raipur

Role: Talent Recruiter

Employment Type: Contract - Part-Time

Duration: Feb 2022 - Present

Responsibilities:

- Manage full-cycle recruitment process for various positions within the company.
- Develop and executed recruitment strategies to attract and retain top talent.
- Conduct interviews and made hiring decisions based on candidate qualifications, experience, and fit.
- Manage relationships with staffing agencies and negotiated contracts to ensure the best value for the company.

- Provide guidance to hiring managers on recruitment processes, policies, and best practices.

Company Name: Boab AI

Role: Candidate Sourcing & Lead Generation Specialist

Employment Type: Contract - Part-Time

Duration: Mar 2021 - Present

Responsibilities:

- Driving multiple lead generation campaigns.
- Generating new leads through LinkedIn Sales Navigator & Business Directories to increase brand awareness.
- Creating fresh lead generation tactics according to customers' needs.
- Following up on leads and conducting research to identify potential customers.
- Sourcing thousands of candidates through LinkedIn Recruiter based on given job description.

Company Name: Energy & Mines

Role: Virtual Assistant & Lead Generation Specialist

Employment Type: Contract - Part-Time

Duration: Aug 2018 - Present

Responsibilities:

- Managing multiple events on Swapcard. Updated speakers, agenda details as per the given details.
- Sourcing leads through LinkedIn, Google X-Ray, Directory Research & Social Media.
- Data Management
- Web Research
- Admin Work
- LinkedIn Development & Management
- Website Management

PREVIOUS EMPLOYMENT SUMMARY

Employer	Job Role	Type	Period
LatitudePay Singapore	Technical Recruiter	Contract	Mar/2023 to Aug/2023
Biozenic USA	Lead Generation Specialist	Contract	Mar/2021 to Jan/2023
Go-Gulf UAE	Virtual Assistant	Contract	Mar/2021 to Mar/2022
Brainnrgic India	Co-Founder - Talent Sourcing & Lead Generation Specialist	Full-Time	Nov/2014 to Jun/2018

REFERENCES

- Vishal Arora, Human Resource Manager, ZenduIT / GoFleet - <https://www.linkedin.com/in/vishalinfo/>
- Kelly Afsahi, CEO, Biozenic - <https://www.linkedin.com/in/kellyafsahi/>
- Rana Pratap, Recruitment Manager, Copious - <https://www.linkedin.com/in/rana-pratap-637951a1/>

REVIEWS

- <https://youtu.be/gW4GllxclAY>
 - <https://www.upwork.com/freelancers/shubhamsoni39>
 - <https://www.linkedin.com/in/shubham-soni-316b6558/details/recommendations/?detailScreenTabIndex=0>
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