

Kuldeep Gohil

TALENT ACQUISITION SPECIALIST - Recruitment Tools, Sourcing Techniques, ATS

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SKILLS

- **Recruitment Tools & ATS:** LinkedIn Recruiter, Indeed, Workday, Greenhouse, BambooHR, Zoho Recruit.
- **HR Software & Systems:** SAP SuccessFactors, ADP Workforce Now, HCM, HRIS dashboards, data logs.
- **Interview & Onboarding:** Microsoft Teams, Zoom, VidCruiter, DocuSign, virtual ID checks, onboarding kits.
- **Sourcing Techniques:** Boolean strings, job boards, talent mapping, resume databases, pipeline curation.
- **Documentation & Reporting:** Google Workspace, Office 335 Suite, Slack, Outlook, encrypted records.

WORK EXPERIENCE

Talent Acquisition Specialist - Intern (Remote)

July 2024 – February 2025

Jo Shipping

Remote, USA

- Optimized Boolean search operations and automated profile extraction across job boards, reducing manual screening time by 35% and boosting weekly candidate shortlist throughput with zero compliance violations.
- Facilitated behavioral interviewing for 50+ prospects by conducting ATS-integrated assessments, elevating interview-to-offer conversion by 28% and improving quality-of-hire metrics across technical & support divisions.
- Executed end-to-end offer negotiations for 30+ finalized candidates, ensuring 100% employment standards alignment while achieving 20% reduction in offer decline rate through communication and compensation analysis.
- Mapped referral-based pipelines using data mining and networking tools, scaling outreach coverage by 60% within 3 months and filling 12 hard-to-source roles across marketing and devops with high retention compliance.
- Consolidated weekly hiring KPIs and applicant metrics into centralized dashboards, enabling 25% faster reporting turnaround and supporting data-driven hiring decisions in coordination with cross-functional recruitment teams.
- Directed cold-calling campaigns and onboarding briefings for 80+ applicants, reducing drop-off rate by 22% and enhancing candidate engagement across high-volume recruitment cycles monitored through ATS result logs.

HR Coordinator

January 2021 – February 2023

Inventa Systems

Ahmedabad, India

- Maintained 100% HRIS integrity by updating employee data, processing payroll inputs, and tracking contract statuses, reducing compliance-related audit gaps by 30% across bi-annual internal HR documentation reviews.
- Administered full-cycle recruitment logistics for 75+ roles by drafting job postings, managing ATS workflows, and aligning interview schedules, achieving a 26% improvement in onboarding time across five functional teams.
- Investigated HR case data including attrition, headcount, and performance cycles, producing monthly reports that influenced revisions to five internal policies and improved reporting accuracy by 33% across 4 quarters.
- Facilitated onboarding and offboarding documentation and coordinated employee engagement initiatives across departments, improving engagement response rates by 41% and streamlining event scheduling by 22%.
- Consolidated standard operating procedures for internal HR audits, enhancing policy visibility and accelerating process training for 12+ junior HR associates during new tool rollouts and different compliance briefings.
- Supervised internal policy documentation and ensured alignment with regional employment laws, enabling a 100% clearance rate during external HR inspections over two audit cycles across different functional units.

Recruitment Consultant - Intern

January 2020 – December 2020

Inventa Systems

Ahmedabad, India

- Deployed LinkedIn Recruiter and job boards to source 200+ candidates monthly across IT and non-IT domains, maintaining an 85% screening accuracy rate and exceeding monthly sourcing KPIs by an average of 18%.
- Analyzed resumes and conducted structured telephonic screenings using competency-based methods, reducing interview rejection rates by 21% while enhancing shortlist precision across 25+ recurring hiring profiles.
- Scheduled and tracked 300+ interviews using ATS and integrated calendars, ensuring 95% compliance with SLAs and decreasing no-show rates by 32% through timely follow-ups and calendar optimization tools.
- Drafted job descriptions and market maps in collaboration with senior recruiters, cutting role-fill duration by 17% across niche tech roles and increasing candidate submission speed through standardized templates.
- Audited applicant records and updated ATS logs to ensure transparency and real-time accessibility of screening feedback, minimizing duplicate outreach cases and sustaining 100% audit-readiness across quarters.
- Calibrated end-to-end sourcing operations with data-backed refinements to resume screening logic and job match criteria, improving time-to-shortlist by 27% and sustaining candidate quality consistency across campaigns.

EDUCATION

MBA - Human Resource (CBHR Candidate)

April 2023 – July 2024

University Canada West, British Columbia

Bachelor of Commerce - Human Resource

June 2017 – May 2020

M.K.B University, Gujarat