

Medidha Hima Bindu

HR ASSISTANT – Recruitment, Governance Documentation, HR Administration

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📍 [Vancouver](#)

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SKILLS

- **Talent Acquisition & Sourcing:** Market mapping, CRM, ATS platforms, and operational sourcing tools.
- **Recruitment Technology:** Workday, JobDiva, Taleo, Dice, CareerBuilder, Monster, and job board scraping.
- **HR Operations:** Employment standards, onboarding workflows, orientation logistics, policy documentation.
- **Compensation & Benefits:** Payroll basics, benefits tracking, leave accruals, health and safety protocols.
- **Data Systems & Tools:** Microsoft Word, PowerPoint, database management, IT fundamentals, analytics.

WORK EXPERIENCE

Junior Recruiter

August 2021 – December 2021

Magellanic Cloud

India

- Monitored and maintained 50+ open requisitions within ATS systems, improving submission accuracy and reducing overall time-to-fill rates by 20% across the job functions within US and Canadian staffing operations.
- Evaluated 300+ applications weekly via resume parsing, ATS filtering & qualification mapping, improving profile quality & accelerating shortlisting timelines across technical and non-technical job requisitions for global clients.
- Delivered full-cycle recruiting services across US and Canadian clients, closing 25+ hires monthly while ensuring requisition compliance using structured documentation, Boolean searches, and vendor coordination protocols.
- Managed sourcing, pre-screening, and candidate submissions for Fortune 100 & 500 clients; sustained 95% SLA compliance & reduced average placement time by 4 business days using CRM dashboards & automated pipelines.
- Constructed and updated passive candidate pipelines for 12+ strategic roles, improving submission speed for urgent needs and maintaining a 92% response rate from pre-engaged prospects via candidate tracking systems.
- Executed submissions through Fieldglass, ensuring profile accuracy, rate alignment, metadata compliance with contractual terms while reducing VMS submission rejections by 35% across all the assigned client accounts.
- Published job descriptions across ZipRecruiter and Indeed daily, increasing job ad visibility by 45% and generating 600+ qualified leads monthly using optimization strategies and keyword indexing in sourcing campaigns.
- Initiated over 150 cold calls weekly using structured outreach templates, enhancing contact conversion rate by 30% and maintaining a 3-day turnaround for initial screening of all shortlisted applications in ATS database.
- Scheduled requirement intake calls with hiring managers across domains to clarify position expectations, reducing mismatched submittals by 18% and improving candidate fit scores through calibrated job profiling matrix.
- Researched and onboarded 5 new sourcing platforms, expanding job reach by 40%, enhancing visibility for high-priority roles, and reducing over-reliance on legacy portals by integrating multichannel lead generation.
- Ranked candidate profiles by mapping job requirements to competencies using weighted scoring models, improving shortlisting and increasing client satisfaction scores 33% on filled positions via applicant tracking systems.
- Conducted structured assessments to evaluate domain knowledge, tool and certifications, increasing selection ratio by 25% and standardizing feedback reports using evaluation rubrics for post-interview performance reviews.
- Delivered ATS-integrated job briefs and process documentation to qualified applicants, minimizing pre-onboarding queries by 30% and ensuring accurate relay of legal, compliance, and policy information pre-hire.
- Partnered with senior recruiters to process over 200 profiles weekly across functions, achieving a 100% SLA rate for candidate submissions and improving recruiter collaboration through synchronized status updates.
- Updated & managed candidate records in centralized databases, improving audit readiness & retrieval speed 50% while ensuring compliance with data retention policies for all completed recruitment cycles using CRM tools.
- Logged interview evaluations, recruiter feedback & submission notes to optimize downstream decisions, improving hiring team coordination & decreasing redundant follow-up loops 35% per candidate via workflow automation.
- Created customized Boolean search strings to extract niche talent from GitHub, LinkedIn, and Stack Overflow, increasing the reach of passive sourcing efforts & identifying 20% more qualified candidates for hard-to-fill roles.
- Directed weekly metrics review meetings with account managers to assess pipeline velocity, candidate attrition, and submission-to-hire ratios, enabling data-driven adjustments that improved monthly hiring targets by 15%.

EDUCATION

Masters of Business Administration

University Canada West, Vancouver, Canada

January 2024 – April 2025

Bachelor of Commerce (Computers)

St. Joseph's Degree and PG College, India

June 2019 – July 2022

PROFESSIONAL MEMBERSHIPS

- **Student Affiliate**, Chartered Professionals in Human Resources (CPHR) BC & Yukon