

GAYATHRI S

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Work Experience

Talent Acquisition Executive

Shiash Info Solutions Private Limited - Chennai, Tamil Nadu

October 2023 to March 2024

In a span of 6 months as a Talent Acquisition Executive, I have effectively sourced and recruited top-tier candidates for various roles, significantly enhancing the quality of our applicant pool through innovative recruitment strategies aimed at both active and passive candidates.

- My approach included leveraging a range of sourcing channels—such as job boards, social media, networking events, and employee referrals—to build a diverse and robust talent pipeline.

I skillfully managed the end-to-end recruitment process, from job posting and candidate sourcing to conducting thorough screenings, interviews, and extending offers, ensuring a smooth and efficient hiring cycle. Utilizing an Applicant Tracking System (ATS).

- I maintained meticulous records and analytics, enabling data-driven decision-making and process optimization. My efforts also extended to collaborating closely with hiring managers to identify precise staffing needs, developing tailored recruitment plans, and contributing to employer branding and diversity initiatives.

HR Intern

L&T Construction - Chennai, Tamil Nadu

June 2022 to July 2022

Education

MBA in HR & FINANCE

Hindustan Institute of Technology and Science - Chennai, Tamil Nadu

2021 to 2023

BA in ENGLISH LITERATURE

Alagappa Govt Arts and Science College - Karaikkudi, Tamil Nadu

2017 to 2020

HSC

Govt Girls Higher Secondary School - Tamil Nadu

2017

SSLC

Govt Girls Higher Secondary School - Tamil Nadu

2015

Skills / IT Skills

- SKILLS
- IBM SPSS
- Problem solving
- Computer proficiency
- Organisational skills
- Leadership
- Microsoft Office
- Communication skills
- Human resources
- Recruiting
- Talent acquisition
- Human resources management
- Payroll
- HR sourcing
- Workforce management
- Training & development

Certifications and Licenses

Human resource management workshop
Human resource management workshop TAREEQA GLOBAL SOLUTION
TAREEQA GLOBAL SOLUTION Issued Oct 2022