



# Janki Kadiya

Talent Acquisition Officer

## Contact

+91 762 384 6157

[jankikadiya99@gmail.com](mailto:jankikadiya99@gmail.com)

Ahmedabad, Gujarat

## About Me

Dynamic HR professional and business management graduate with 3.5+ years of experience in talent acquisition and HR operations. Seeking to leverage expertise in recruitment, campus drives, and employee engagement to contribute to organizational growth while continuing to develop strategic HR competencies.

## Skills

- Campus Recruitment
- HR Operations
- Retention Strategies
- Problem Solving & Decision Making
- Data-Driven Recruitment Analytics
- Critical Thinking
- HRMS Software Proficiency

## CERTIFICATIONS

- CCC (Course on Computer Concepts) **NIELIT**
- Cleanliness Survey Certification **Ahmedabad Police Initiative**

## EXTRA-CURRICULAR

- Led a cleanliness survey across 51 police stations in Ahmedabad, collaborating with municipal authorities to implement hygiene improvements.

## Education

### Master of Business Administration (MBA)

2021

*K.S. School of Business Management, Gujarat University*

### Bachelor of Business Management (BBA)

2019

*K.S. School of Business Management, Gujarat University*

## Experience

### Talent Acquisition Officer

Sep 2021 – Present

*Odoo India Pvt Ltd | Gandhinagar*

- Spearhead end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding candidates, reducing time-to-hire by 20%.
- Organize and manage nationwide campus recruitment drives, partnering with 50+ educational institutes to secure top talent for internships and full-time roles.
- Oversee HR operations, including employee records management, payroll coordination, and compliance with labor laws.
- Design and implement employee engagement initiatives, such as mentorship programs and wellness workshops, boosting retention by 15%.
- Collaborate with department heads to forecast hiring needs and align recruitment strategies with organizational goals.

### Research Intern

2 Months

*Aadinath Bulk Private Limited*

- Assisted in operational efficiency projects, contributing to process optimization.

### Summer Internship Project

2 Months

*K.S. School of Business Management*

- Researched "Opportunities of Digital Marketing during Covid-19" with a focus on recruitment firms, analyzing trends and proposing actionable strategies.

## ACADEMIC PROJECTS

### Feasibility Report on Hydraulic Cylinder (BBA 3rd Year)

- Evaluated market potential, cost analysis, and technical requirements for hydraulic cylinder production.

### Market Research on Mayonnaise (BBA 2nd Year)

- Surveyed consumer preferences and competitive landscapes, providing insights for product positioning.

## KEY ACHIEVEMENTS

- Successfully onboarded 100+ employees at Odoo India within the first year, maintaining a 90% retention rate.
- Ranked among the top 5% of MBA cohort for academic performance