

EDUCATION

EDUCATION	UNIVERSITY	GRADES	YEAR
Bachelors in Botany, Zoology and Psychology	MES Degree college of Arts, Commerce and Science	9.13 SGPA	2022
Intermediate/+2	Venkat International Public School	88.2%	2019
Matriculation	Venkat International Public School	9.8CGPA	2017

WORK EXPERIENCE

NIMESA TECHNOLOGY| HUMAN RESOURCES PROFESSIONAL

[Nov '22-Present]

Talent Acquisition	<ul style="list-style-type: none"> Sourced 5000+ candidates for technical and non-technical roles Maintained relations with 6+ sourcing agencies and coordinated for hiring in various roles Researched and responsible for Campus Placement Collaborate with hiring managers to define job requirements and develop job descriptions Responsible for end-to-end recruitment for both the technical and non-technical roles such as, Senior Java Developer, Frontend Developer, Solution Engineer, Solution Architect, Business Development and increased the workforce by 129% personally Orchestrated end-to-end recruitment process, leveraging Naukri resdex, LinkedIn Recruiter lite, Indeed, Hrist, IIM Jobs, Updazz, Instahyre, Boolean search and more and more to hire top talent for founding members across diverse departments, resulting in a 40% increase in applicants Managed and administered 100% of pre-employment assessments to prospective candidates Assisted with new employee onboarding and ensured all pre-employment requirements were completed within 72 hours
Admin Operations	<ul style="list-style-type: none"> Proactively handling day to day Admin functions of the company including Vendor management and negotiations Developed a system for ordering office supplies, reducing the time to order by 2 hours per month across all departments
Employee Engagement	<ul style="list-style-type: none"> Develop and execute employee engagement initiatives to foster a positive workplace culture Proficient in managing employee issues and responsible for monthly Employee Interactions Proactively planned and coordinated for office parties and team outings
HR Operations	<ul style="list-style-type: none"> Assisted in making Training schedules for the new Joiners Involved in Negotiation with the candidates and vendors Responsible for handling social media accounts of the company Proven ability to manage multiple tasks, prioritize workload effectively, and adapt to changing priorities in a fast-paced environment

NPPD | HUMAN RESOURCES| INTERN

[May '21-July '22]

- Collaborated with team to come up with **employee retention** ideas
- Responsible for **training** interns
- Hiring interns for various domains
- Learnt to Take Telephonic Interviews and Onboarded candidates
- Part of company's **campus ambassador program**

MINDS HEALER| SUMMER INTERNSHIP

[Aug '20-Sept '20]

- Explored several **childhood disorders** and their general treatment
- How to diagnose them and how to make their **Mental State Examination (MSE)**
- Indulged in **Practice counselling sessions**
- Wrote a **blog** on "Effect of music on Mental Health"

PRASANNA COUNSELLING CENTRE| TRAINING PROGRAMME IN COUNSELLING SKILLS

[Aug '19-Jan '20]

- Discovered about various mental disorders, techniques to identify them and their general treatment plan
- Explored various domains of counselling-stress management, Addiction, Happiness, Rehabilitation, Parenting and understood their overall process
- Dwelted in various theories explaining human behavior
- Learned about various aspects of mental health and factors effecting it and shaping an individual's personality
- Received a certificate of a Lay counsellor

KEY COMPETENCIES

Communication | Recruitment | Onboarding | Employee Engagement | Tech Hiring | Negotiation | Screening Admin Function | HR Operations | Social Media Handling | Budgeting | Telephonic Interview | Talent Acquisition

CO-CURRICULAR ACTIVITIES

Volunteer Work: Member of National Service Scheme and Rotaract Club in College.

- Organized several events and took part in various activities and rallies to generate awareness on several topics
- Member of the core organizing team responsible for conducting a fest which attracted 150+ students

Research Work:

- Collaborated with several batch mates and conducted a study on "Effect of different emotions on study motivation"
- Individually conducted a study to understand the relationship between resilience and coping and the effect of COVID-19 on them