

# KHYATI KAURAV

## Human Resource

MBA in Human Resources graduate with a strong foundation in core HR functions. || Passionate about fostering a positive and productive work environment. || Actively seeking an entry-level HR Generalist or HR Coordinator role. My key competencies include: Talent Acquisition, Employee Relations, HR Policies & Procedures, Performance Management, Onboarding & Off boarding, and HRIS.



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



Indore, Madhya Pradesh



8770814999



<https://www.linkedin.com/in/khyatikaurav/>

## EDUCATION

### Masters Of Business Administration MBA (HR)

Devi Ahilya University, Indore

07/2023 - 06/2025,

### Bachelor of Science (BSC).

Devi Ahilya University, Indore

07/2019 - 06/2022,

### Intermediate (12<sup>th</sup>)

New Year Public High School

07/2018- 06/2019,

### Matriculation (10<sup>th</sup>)

Jawahar Navodaya Vidyalaya

07/2016 - 06/2017,

## CERTIFICATES & TRAINING

- Explore Human Resources Job Simulation [Certificate](#)

## PROJECT

- The Study on Work Life Balance [Certificate](#)

## Internship Experience

### Sortout It Services Inc. ( USA Based )

Human Resource Intern

Jan/2025 to March/2025

- Successfully supported the recruitment and onboarding of 2+ new hires, including scheduling interviews, coordinating pre-employment checks, and preparing new hire documentation.
- Conducted initial phone screenings of prospective candidates, evaluating qualifications and cultural fit.
- Supported the planning and execution of employee engagement activities and wellness programs.
- Prepared various HR reports for management review.
- Developed and updated internal HR communication materials, such as newsletters, announcements, and intranet content.
- Collaborated with cross-functional teams (e.g., IT, Finance) to streamline HR processes and resolve employee-related issues.
- Assisted in preparing materials for performance management cycles, including performance review forms and guidelines.
- Maintained and updated confidential employee records and HR databases, ensuring data integrity and compliance with privacy regulations.

## Orcapod

July 2025 – Present

- Managed end-to-end recruitment — sourcing, screening, scheduling, and coordination for IT & consulting roles.
- Conducted telephonic screenings and shortlisted candidates based on skill match and project requirements.
- Coordinated interviews, panel schedules, invites, and feedback, ensuring a smooth hiring process.
- Maintained recruitment trackers and candidate databases to streamline reporting and status updates.
- Gained exposure to talent acquisition, stakeholder coordination, and client management while supporting one of the **Big 4 consulting firms** and other leading global clients.

## SKILLS

- Communication Skills:** Written and Verbal Communication, Active Listening, Presentation Skills.
- Interpersonal Skills:** Empathy, Building Rapport, Diplomacy, Teamwork & Collaboration.
- Problem-Solving:** Analytical Thinking, Critical Thinking, Decision Making..
- Personal Attributes:** Confidentiality & Discretion, Professionalism, Adaptability, Strong Work Ethic.
- Recruitment & Talent Acquisition:** Sourcing, Screening, Interviewing, Candidate Assessment, Job Postings, on boarding & off boarding.
- HR Administration:** HR Policies & Procedures, Employee Documentation, Record Keeping, Leave Management, HRIS (Human Resource Information System) Management.
- Compensation & Benefits:** Salary Structures, Benefits Administration, Payroll Processing (Basic Understanding)
- Legal Compliance:** Knowledge of Labour Laws (e.g., The Factories Act, PF & ESI regulations, Maternity Benefit Act), Statutory Compliance.
- HRIS Software:** SAP Success Factors, Workday, Oracle HCM
- Applicant Tracking Systems (ATS):** Taleo, Greenhouse, Lever, iCIMS.
- Productivity Suite:** Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Collaboration Tools:** Slack, Microsoft Teams, Trello, Asana.