

Aathira Menon

Enthusiastic Learner

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🌐 [LinkedIn](#)

An Entry-level HR and Marketing enthusiast, To take up a challenging position in a dynamic organization, where my qualifications, creativity, skills, and abilities would be of value by being an enthusiastic, fast learner and problem solver. Being a recent graduate in the fields of Psychology, journalism, and Women's studies. I assure you I got to spend 3 years understanding human behavior by analyzing their values and views through the culture and environment one possesses. I am confident enough to bring those understandings to choose, to find, and to practice for the organization's benefit.

Experience

Talent Acquisition Executive (Campus Hiring & Lateral Hiring)

January- July 2023

MyCaptain, Bangalore

- Working with Various Department Heads, and Hiring managers to ascertain the Hiring needs and timelines
- **Planning and Executing the Sourcing strategies** for building a healthy pipeline of candidates
- Managing the End to end Recruitment process for seamless and timely execution of the hiring needs
- Supporting recruitment teams in **making objective hiring decisions.**
- Engaging with relevant talent and **Following up on note-worthy informal and networking referrals.**
- **Track metrics to spot successes and opportunities** for improvement in the hiring process
- **Organizing Campus Placement drives with Grade 2&3 colleges** from all states of India
- Meeting attrition and recruitment targets
- **Offer negotiation**
- Implementing **effective onboarding and exit processes.**
- Ensure communication of company core value to all employees.

Human Resource Intern

November - December 2022

Salesera

- Work with the HR Manager and resource recruitment department
- Conducting **Global Recruitment**
- **Interview candidates at various stages of the hiring process**
- Live recruitment and staffing assignments
- Handle end-to-end recruitment, onboarding, joining formalities, and final feedback
- Preliminary rounds, docs collection, and facilitation of further rounds

Education

Bachelors in PSYCHOLOGY, JOURNALISM & WOMEN STUDIES

2019-2022

Indian Institute of Psychology and Research - Bangalore

93%

Higher Secondary Certificate in PHYSICS,CHEMISTRY,MATHS & BIOLOGY

2015-2017

H.S.S -Thrissur, Kerala

94%

Higher secondary education board kerala - SCERT

2015

92%

Achievements

- During the Internship, I could close the requirement as per demand.
- Worked on a short film based on “**life situation of transgenders during covid**” and won first prize in an inter-collegiate fest.
- Represented **district-level badminton** in Kerala in 2014 and 2015.

Skills

- Excellent presentation skills.
- Excellent verbal and written communication skills.
- Public Speaking
- Leadership
- Time management
- Emotional Intelligence
- Adaptability
- Creative and Observative
- MS Office - Intermediate
- Visual media creation
- Editing (Audio,Video and photo) - Basic
- Google Analytics - Beginner course

Languages

- English - Proficient
- Malayalam - Proficient
- Hindi- Conversational
- Tamil - Conversational

Hobbies & Interest

- Dance and Music
- Reading
- Movies and series of Various culture
- Art and science
- Photography
- Yoga & Meditation
- Gardening