

# GAURAV DUTT MEDA

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## SUMMARY

A current MBA student with 2.3 years of experience as an HR Analyst, actively seeking entry-level HR and recruiting positions. With a robust foundation in HR analytics and data management, I am keen to expand my understanding of organizational culture and market dynamics. My analytical skills and ongoing academic pursuits enable me to contribute to HR functions effectively. Dedicated to continuous professional development, I am eager to gain insights into various HR aspects and significantly contribute to the industry.

## SKILLS

- Recruitment Strategies
- Payroll Administration
- Diversity and Inclusion
- Talent management
- Candidate Sourcing
- Background Checks
- Microsoft Excel
- Tableau
- Application management(ATS)
- Data Management
- Python
- SQL

## EXPERIENCE

### CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Bangalore, Karnataka, INDIA.

Sr HR Analyst 09/2021 to 10/2023

- Spearheaded full-cycle recruitment for high-volume and senior-level roles, optimizing hiring processes to achieve a 20% reduction in time-to-hire.
- Partnered with hiring managers to refine job postings and implement targeted sourcing strategies, resulting in a 15% increase in candidate quality.
- Managed candidate inquiries and conducted thorough reference and criminal background checks to maintain compliance and high recruitment standards.
- Facilitated new hire onboarding, including paperwork completion and orientation presentations, to ensure a smooth transition for new employees.
- Leveraged advanced data analytics tools, including Microsoft Excel and Tableau, to analyze and manage extensive datasets, driving strategic decision-making.
- Created and maintained comprehensive candidate tracking systems, ensuring accuracy and efficiency in talent acquisition operations

## EDUCATION

MBA: HUMAN RESOURCES| BUSINESS ANALYTICS Expected in 06/2025  
University Canada West, Vancouver, BC, Canada.

BBA: BUSINESS ANALYTICS 2018- 2021  
Kristu Jayanti College, Bangalore, India

HIGH SCHOOL 2015-2016  
Bhasyam Public School, Rajahmundry, India

## CERTIFICATIONS

- AWS Certified Cloud Practitioner, AWS (Dec 2024 - Dec 2027)
- Python for Data Science, IBM (Sep 2024)
- Certified Digital Marketing Associate, Digital Marketing Institute (Jun 2024)

## PROFILES

- [www.linkedin.com/in/gaurav-dutt-meda](http://www.linkedin.com/in/gaurav-dutt-meda)