

# KARTIK TOMAR

## Human Resources Professional

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### PROFESSIONAL SUMMARY

Results-driven HR professional with expertise in **talent acquisition**, **full-cycle recruitment**, and **ATS management**. Proven track record of improving hiring efficiency by **30%** through strategic sourcing and process optimization. Skilled in **Boolean search**, **candidate screening**, and **GDPR compliance** with experience recruiting for Finance, HR, Business Analysis, and KYC roles.

### CORE COMPETENCIES

#### Talent Acquisition

Full-Cycle Recruitment • Boolean Search • ATS (Recruiter Lite) • Candidate Screening • Interview Coordination • Job Description Development

#### HR Operations

GDPR Compliance • Onboarding/Offboarding • Documentation • Policy Implementation • Data Hygiene • Process Optimization

#### Business Development

B2B Outreach • Client Relationship Management • Lead Generation • Stakeholder Engagement • Vendor Management

#### Technical Skills

CRM Systems • Talent Analytics • Python • TensorFlow • Advanced Excel • LinkedIn Recruiter Lite • Naukri Resdex

### PROFESSIONAL EXPERIENCE

#### Corporate Relations & TA Executive

May 2025 – Jul 2025

Hireyy, Delhi

- Recruited for Finance, HR, Business Analyst, KYC, and technical roles (Full Stack Developer, PitchDeck Designers)
- Improved hiring pipeline efficiency and optimized tool usage across platforms including LinkedIn, Internshala, and Naukri Resdex
- Enhanced talent filtering process and improved client acquisition by **30%**
- Maintained **100%** ATS data hygiene and optimized candidate experience
- Conducted outreach to **100+** HR leaders, securing **20+** job requisitions
- Promoted zero-cost EdTech hiring model to nationwide partners

#### HR Talent Acquisition Intern

Jun 2025 – Present

CaaSDi Global, Bangalore

- Developed and managed **30+** job postings using Boolean logic, LinkedIn Recruiter Lite, and Naukri Resdex
- Conducted **50+** structured interviews for R&D Engineer, Full Stack Developer, and Python Developer roles
- Streamlined onboarding/offboarding processes with **100%** GDPR adherence
- Maintained ATS pipelines and prepared talent analytics reports on source effectiveness

#### Team Lead, IoT & ML Development

Aug 2023 – Jun 2024

RS Smarthut – TOYAH 2.0, Gwalior

- Led team of **5** in ML-enabled IoT system development and improved team efficiency by **40%**
- Worked in Recruitment & Learning and Development department to onboard and train **10+** interns
- Authored technical manuals and delivered stakeholder presentations

### EDUCATION

#### B.Tech Computer Science Engineering

ITM University, Gwalior  
Expected 2026

#### B.Tech Mechatronics

Vellore Institute of Technology  
2022 (Transferred)

### KEY ACHIEVEMENTS

**30%** improvement in hiring efficiency

**100%** GDPR compliance maintained

**20+** job requisitions secured

**50+** structured interviews conducted

### VOLUNTEER EXPERIENCE

#### Fundraising Intern

Muskurahat Foundation | May 2024 – Jun 2024

- Executed B2C outreach campaigns
- Supported donor communication initiatives

### ADDITIONAL SKILLS

**Languages:** English (Fluent), Hindi (Native)

**Platforms:** LinkedIn, Internshala, Indeed

**Soft Skills:** Leadership, Communication, Problem-solving, Adaptability