**SNEHA RATHORE** Hyderabad, India | +91-98765-12345 | sneha.r.hr@gmail.com | LinkedIn

### **Professional Summary**

Energetic and result-driven **HR Executive** with 1.5 years of hands-on experience in **recruitment**, **onboarding**, and **employee engagement**. Adept at sourcing top talent, streamlining hiring processes, and managing candidate pipelines. Proficient in HRMS tools, with a strong understanding of employee lifecycle management and compliance practices.

### **Work Experience**

**HR Executive – Talent Acquisition** **VisionTech Solutions Pvt. Ltd. | Hyderabad | Jan 2023 – Present**

* Managed end-to-end recruitment for tech and non-tech roles (10–15 hires/month)
* Coordinated with hiring managers to draft JDs and improve time-to-hire metrics
* Conducted initial screening, interviews, and background verification
* Oversaw onboarding and induction of 100+ employees

**HR Intern – Talent Team** **TCS, Hyderabad | Jun 2022 – Dec 2022**

* Assisted in mass recruitment drives and candidate documentation
* Scheduled interviews and improved candidate communication

### **Education**

**MBA – Human Resource Management** ICFAI Business School, Hyderabad | 2020 – 2022

**B.Com – Business Management** Osmania University, Hyderabad | 2017 – 2020

### **Skills**

* **Recruitment Tools:** Naukri, LinkedIn Recruiter, Zoho Recruit
* **HR Operations:** Onboarding, Exit Process, Interview Coordination
* **HRMS Tools:** Keka, GreytHR
* **Soft Skills:** Communication, Conflict Resolution, Time Management

### **Certifications**

* LinkedIn Recruiter Certification
* HR Analytics for Beginners – Coursera
* Zoho Recruit Masterclass – Udemy

### **Achievements**

* Reduced average hiring time by 20% in Q1 2024
* Received “Top Recruiter of the Quarter” award in Sept 2023

### **Languages**

English, Hindi, Telugu