

# DHANYA PASUPALAN

## HR Generalist | Employee Relations | Talent Acquisition

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## SUMMARY

Enthusiastic HR Generalist with 3+ years of experience in HR roles. Proven skills in employee relations, talent acquisition and career guidance. Articulate negotiator skillful in supporting competitive company growth by sourcing top-quality applicants for critical roles. Organized planner with excellent team leadership and program management abilities

## EXPERIENCE

### Career Advisor

#### B-GHUD Academy

📅 01/2024 - Present 📍 Mavelikkara, Kerala

- Provided personalized career guidance and counseling to students, primarily nurses, aspiring to work in the UK, New Zealand, Ireland, and other English-speaking countries.
- Assisted students in understanding the certification requirements, licensure processes, and visa procedures necessary for employment in their desired destinations.
- Collaborated with recruitment agencies and healthcare institutions in the UK, New Zealand, Ireland, etc., to identify job opportunities for qualified nursing professionals.
- Facilitated the recruitment process by connecting eligible candidates with prospective employers hence improving the success rate to 40 %

### Recruitment Executive

#### Connectors HR

📅 08/2022 - 04/2023 📍 Bengaluru, Karnataka

- Sourcing candidates from portals like Naukri, LinkedIn, etc and Screening candidates for availability, interest level, and qualifications
- Coordinating with candidates post interview selection for onboarding
- MIS Reports - status of joining/requirements assigned.
- Tracked candidates and pushed for feedback on disqualifications, time-to-fill statistics and other variable

### Academic Coordinator

#### B-GHUD Academy

📅 01/2021 - 08/2021 📍 Mavelikkara, Kerala

- Promoted program courses, activities and accomplishments, both internally and externally, to boost recruitment and retain diverse student body.
- Guided and supported faculty and staff in development of new programs
- Tracking Admissions and doing continuous follow ups to ensure client satisfaction

### HR Associate

#### WhiteOval Technologies

📅 10/2018 - 12/2020 📍 Thiruvananthapuram, Kerala

- Collaborated with sales and marketing departments to support client acquisition.
- Guided and supported faculty and staff in development of new programs
- Established and maintained highly effective relationships with Employees and industry partners to drive growth.

## EDUCATION

### Master of Business Administration

#### Girideepam Business School

📅 06/2016 - 08/2018 📍 Kottayam, Kerala

### Bachelor of Technology

#### Sri Vellapalli Nateshan College Of Engineering

📅 2012 - 2016 📍 Mavelikkara , Kerala

## KEY ACHIEVEMENTS



### Increased Employee Retention

Implemented employee engagement programs, resulting in a 20% increase in retention rates.



### Enhanced Onboarding Process

Streamlined the onboarding process, reducing time-to-productivity by 25% and improving new hire satisfaction.



### Successful Talent Acquisition

Led recruitment efforts, filling all requirements for the role and reducing time-to-fill by 30%.



### Developed Career Guidance Policies

Created and implemented New policies that ensured compliance with employment laws and improved process efficiency.

## SKILLS

### Employee Relations

### Talent Acquisition

### HR Policies

### Teamwork

### G-Suite

### Microsoft Office

## PASSIONS



### Employee Engagement

Passionate about creating an engaging and inclusive work environment for all employees.



### Continuous Learning

Committed to ongoing professional development and staying updated on HR trends and practices.