

GAYAM NITHYA REDDY

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LinkedIn: linkedin

Professional Profile

Enthusiastic and detail-oriented Talent Acquisition professional with hands-on experience in end-to-end recruitment, candidate sourcing, and stakeholder coordination. Skilled in screening, interviewing, onboarding, and managing recruitment pipelines to ensure timely hiring. Adept at collaborating with hiring managers, maintaining applicant tracking systems, and driving positive candidate experience.

Education

- **Bachelor of Technology (B.Tech), Information Technology** 2020–2024 — 80%
Vignan Nirula Institute of Technology for Women (JNTUK)
- **Intermediate (MPC)** 2018–2020 — 75%
Sri Chaitanya Junior College
- **SSC (10th Grade)** 2017–2018 — 78%
Sri Konda Veedu Public School

Key Skills

- **Talent Acquisition:** Candidate sourcing, resume screening, interview coordination
- **Recruitment Tools:** LinkedIn Recruiter, Naukri, Indeed, Google Sheets, Excel
- **Process Management:** End-to-end recruitment cycle, onboarding support, offer negotiation
- **Stakeholder Coordination:** Hiring manager collaboration, candidate engagement
- **HR Operations:** Applicant tracking systems (ATS), maintaining hiring dashboards
- **Soft Skills:** Communication, adaptability, problem-solving, relationship building

Internship Experience

Talent Acquisition Intern Turing (Remote)
Duration: 6 Months — 2024

- Assisted in sourcing and hiring candidates for multiple roles across departments.
- Screened resumes, scheduled interviews, and coordinated with candidates and managers.
- Supported onboarding processes, ensuring smooth transitions for new employees.
- Participated in job fairs and recruitment drives to attract potential talent.
- Maintained accurate records of candidates and recruitment workflows.
- Collaborated with managers to understand team requirements and hiring priorities.
- Strengthened communication, coordination, and relationship-building skills.

Training Programs

Talent Acquisition Trainee Turing(Remote)
Duration: 3 Months — 2025

- Gained knowledge of end-to-end recruitment: sourcing, screening, interviewing, and shortlisting candidates.
- Practiced creating job descriptions and structured interview questions.
- Assisted new hires during onboarding and ensured smooth integration into teams.

- Participated in HR meetings, received performance feedback, and improved interviewing skills.
- Created reports and trackers to monitor hiring progress and employee onboarding.
- Collaborated with hiring managers to understand workforce needs and recruitment planning.

Webinars & Workshops

Modern Recruitment Strategies

- Explored advanced sourcing methods using LinkedIn, Naukri, and job boards.
- Learned employer branding and candidate pipeline development techniques.

HR Tools & ATS Applications

- Hands-on practice with applicant tracking systems and HR dashboards.
- Gained skills in automating resume screening and recruitment reporting.

Candidate Engagement & Onboarding

- Trained in building positive candidate experiences throughout the hiring process.
- Learned best practices for onboarding and employee integration.

Interviewing Skills Workshop

- Practiced behavioral interviewing and structured evaluation techniques.
- Improved interview question design and candidate assessment skills.

Employee Engagement & Retention

- Gained insights into engagement activities, recognition programs, and HR retention strategies.
- Learned approaches to strengthen workplace culture and employee satisfaction.

Hobbies

- Attending global HR conferences and corporate networking events
- Mentoring and coaching colleagues and interns
- Organizing team-building, employee engagement, and onboarding activities
- Exploring recruitment analytics and talent management strategies
- Improving professional communication and presentation skills

Certifications

- HR Excellence Program, *Global HR Academy*
- Advanced Talent Acquisition, *SkillPro Institute*
- Employee Engagement Strategies, *NextGen HR Solutions*
- Recruitment Analytics, *FutureSkills Academy*

Description

Goal-oriented Talent Acquisition Intern with practical experience in sourcing, screening, interview coordination, and onboarding support. Passionate about building strong candidate pipelines and delivering seamless hiring experiences while meeting organizational recruitment needs.

GAYAM NITHYA REDDY
Place: Guntur, Andhra Pradesh