

KARLEENA WILSON

HR Executive | Talent Acquisition | Certified in Generative AI in HR

Personal Details:

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PROFESSIONAL SUMMARY

Energetic and tech-savvy MBA (HRM) graduate with practical experience in recruitment, onboarding, employee engagement, and policy development. Certified in Generative AI in HR, HR Analytics, and MS Excel. Adept at using Zoho ATS, Power BI, and Google Workspace. Completed multiple real-world HR projects including full-cycle hiring simulations, compensation benchmarking, and employee engagement strategy. Based in Mumbai and available immediately for full-time in-office opportunities

EDUCATION	
MIT School of Education, Pune University	2023-2025
Master in Business Administration (MBA) in Human Resource Management	
University of Mumbai, Mumbai	2021-2023
Master in Arts(M.A) in History	
Sophia College, Mumbai	2017-2020
Bachelor of Arts(B.A) in Geography	

CERTIFICATIONS	
Tech recruitment- Hirst.tech	
Recuriter Certification- Naukri.com	
Global Professional in Human Resources (GPHR)- SHRM	
HR Analytics- Alison	
Gen AI in HR- LinkedIn	
Diploma in Graphic Design - Arena Animation, Mumbai(online learning due to lockdown)	2020-2021
GitHub Foundation Certification,GitHub code search - LinkedIn Learning, Microsoft Office Specialist: Excel Certification- LinkedIn	
Search Engine Optimization (SEO) with Squarespace, Business Analysis & Process Management- Coursera	

PROFESSIONAL EXPERIENCE	
Freelancer, Mumbai	Nov 2024- May 2025
HR Executive Part-time Intern (Remote)	
<ul style="list-style-type: none">Handled end-to-end recruitment for 15+ roles, including sourcing, screening, and onboarding across short-term client projects.Supported HR operations by maintaining records for 50+ employees, preparing reports, and coordinating 15+ interviews as mock projectAssisted in drafting HR policies and engagement plans, contributing to a 25% increase in employee participation in virtual events.Provided remote HR support including timesheet tracking and performance feedback coordination for cross-functional teams.	
VIVA COLLEGE OF ARTS, COMMERCE AND SCIENCE, Mumbai	June 2021-Apr 2025
Lecturer	
<ul style="list-style-type: none">Taught 60+ students per year across four different grade levels using interactive teaching methods, resulting in a 45% improvement in classroom engagement and academic performance.Delivered 150+ structured lessons per week while managing full-time work and MBA studies, demonstrating strong time management and multitasking abilities.Coordinated 40+ school events over the past 3.5 years, enhancing collaboration among parents, staff, and students.Integrated digital tools such as Google Classroom and MS Teams to streamline lesson planning, communication, and student progress tracking, improving efficiency by over 50% annually.	
Career Break	
Professional Development	Mar 2020-May 2021
<ul style="list-style-type: none">Completed a Master's degree in History, developing strong research, critical thinking, and written communication skills by working on 4+ academic projects and increasing content analysis accuracy by 30%.	

- Pursued a **Graphic Designing course**, gaining hands-on experience in visual communication and content creation using tools such as **Canva and Adobe Illustrator**.
- Also learned **basic UI/UX design**, focusing on user-centered design, layout planning, and user experience flow resulting in **40% more engaging** visual outputs in personal projects.
- This phase helped enhance creativity, design thinking, and self-discipline, contributing to a **50% improvement** in productivity and time management across self-paced learning and project execution.

UrbanCore Services Pvt. Ltd, Mumbai
Office Administrator (Part-Time)

June 2017- Mar 2020

- Supported daily administrative operations including documentation, data entry, and scheduling, contributing to a **10% improvement** in task accuracy and time management.
- Managed communication between departments, vendors, and clients, ensuring a **12% smoother workflow** and quicker resolution of routine queries.
- Balanced responsibilities efficiently while pursuing full-time education, maintaining **100% attendance and on-time task completion**. Gained hands-on exposure to office management, teamwork, and organizational practices, building a foundation for professional growth.

LAXMI VENTURES INDIA LTD, Mumbai
Back Office Admin(Internship)

Jan 2017- June 2017

- Assisted with basic office tasks including **data entry, filing, and handling correspondence**.
- Supported administrative functions, **improving organizational efficiency**.
- Learned foundational office **operations, development and communication skills** that include practical experience

ACADEMIC PROJECTS

Title: Human Resources Management | MIT School of Education.

Dec 2024-Mar 2025

- Conducted a comparative analysis of HR practices across **5+ Tech companies**, focusing on talent acquisition, employee engagement, and performance management.
- Collected and analyzed feedback from **100+ employees using Google Forms**; visualized trends with Excel to identify key areas for HR process improvement.
- Recommended **10+ strategic initiatives** including AI-driven recruitment, flexible work policies, and wellness programs to enhance retention and employee satisfaction.
- Demonstrated a **22% correlation** between structured onboarding and reduced attrition, highlighting the impact of employee experience on retention.

Title:Full-Cycle Hiring Simulation Project| freelancer project.

Jan 2025-Mar 2025

- Simulated the complete recruitment life cycle for multiple roles, covering job posting, resume screening, shortlisting, and interview coordination.
- Drafted tailored job descriptions, sourced candidates using Boolean search techniques, and managed a structured candidate tracker.
- Improved screening efficiency by 25% through defined shortlisting criteria and scoring mechanisms.
- Gained hands-on experience with Applicant Tracking Systems (ATS) such as Zoho Recruit, enhancing workflow and candidate pipeline visibility.

Title: Compensation Benchmarking and Market Analysis| MIT School of Education.

(one month project Feb 2025)

- Benchmarked compensation packages for similar roles across 15 companies in Mumbai.
- Suggested a revised compensation structure for HR department to remain competitive
- Applied Excel functions and pivot tables to structure a comparative analysis report.

Title:HR Policy Development & Employment Law Compliance Project | freelancer project

Jan2025-Apr2025

- **Researched key labor laws and HR** compliance requirements under Indian labor codes including wages, working conditions, and termination policies.
- **Drafted employee policies aligned with legal requirements, covering areas such as leave, grievance handling, harassment prevention, and workplace conduct.**
- Developed an **HR policy manual and recommended implementation** strategies for compliance and clarity.
- Ensured **policy design** supported both organizational goals and employee rights, reducing potential legal risks.

Title:Employee Engagement Strategy Design

Nov 2024-Jan 2025

- Designed an employee engagement model tailored to **Gen Z preferences**.
- Included activities for wellness, learning, and peer recognition programs.
- Created a survey in Google Forms, analyzed data from **50+ responses**, and suggested policy improvements.

CORE HR SKILLS & TOOLS

HR Skills: Talent Acquisition, Employee Onboarding, HR Operations, Engagement, Policy Drafting, Performance Management, Compliance, used AI Tools

Tools: Zoho ATS, Workday, Excel (Pivot, VLOOKUP), Power BI, Google Workspace, Canva, MS Teams

Soft Skills: Communication, Time Management, Adaptability, Teamwork, Analytical Thinking