

Karleena .A. Wilson

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SUMMARY

HR & Talent Acquisition professional with hands-on experience in recruitment coordination, MIS reporting, and bulk hiring. Skilled in interview scheduling, candidate engagement, and ATS handling. Seeking opportunities to support efficient hiring operations..

WORK EXPERIENCE

HR Intern (HR Coordinator Role) NeoSOFT Technologies	Sep 2025 — Oct 2025 <i>Mumbai, Maharashtra</i>
<ul style="list-style-type: none">Coordinated 15–20 candidate calls daily, ensuring smooth scheduling and timely communication.Shared interview links, monitored participation, and followed up to reduce no-show rates.Collaborated with recruiters to arrange replacement candidates during dropouts, maintaining pipeline continuity.Managed and updated MIS Excel trackers for daily recruitment operations.Supported bulk hiring requirements (70–80 candidates) during weekends.Used NeoSOFT’s internal job portal to manage candidate profiles, statuses, and interview slots.	
HR Executive Intern (Full-Time) Manek Consulting	Jul 2025 — Aug 2025 <i>Mumbai, Maharashtra</i>
<ul style="list-style-type: none">Handled end-to-end recruitment for banking and IT domain clients.Coordinated interviews with timely communication and strong follow-up practices.Maintained detailed MIS reports and trackers for internal and client reporting.Supported candidate shortlisting and engagement, improving interview-to-selection efficiency.	

PROJECTS

Full-Cycle Hiring Simulation Project MIT School of Education, MAEER's MIT (MIT-SDE)	Jan 2025 — Mar 2025 <i>Remote</i>
<ul style="list-style-type: none">Simulated end-to-end hiring: JD creation, sourcing, screening, and interview coordination.Practiced industry hiring workflows using Excel, online research, and ATS-style steps.	
Compensation Benchmarking & Market Analysis MIT School of Education, MAEER's MIT (MIT-SDE)	Jan 2025 — Mar 2025 <i>Remote</i>
<ul style="list-style-type: none">Analyzed HR salary data across 10 Mumbai companies using VLOOKUP and Pivot Tables.Designed market-aligned compensation structures to support retention and fairness.	
HR Policy Development & Employment Law Compliance MIT School of Education, MAEER's MIT (MIT-SDE)	Jan 2024 — Mar 2024 <i>Remote</i>
<ul style="list-style-type: none">Researched Indian labor laws and drafted concise policies on leave, conduct, and grievance handling.Developed a simplified HR policy manual with clear implementation steps.	
Employee Engagement Strategy Design MIT School of Education, MAEER's MIT (MIT-SDE)	Jan 2024 — Mar 2024 <i>Remote</i>
<ul style="list-style-type: none">Designed a Gen Z–focused engagement model using survey insights (20+ responses).Recommended improvements to boost employee motivation, flexibility, and retention.	

EDUCATION

MIT School of Education, MAEER's MIT (MIT-SDE) <i>Master of Business Administration (HR Management)</i>	Pune, Maharashtra <i>Jul 2023 — Jun 2025</i>
Mumbai University <i>Master of Arts in History</i>	Mumbai, Maharashtra <i>Jul 2021 — Jun 2023</i>
Sophia College for Women <i>Bachelor of Arts in Geography and Management Studies</i>	Mumbai, Maharashtra <i>Jun 2017 — Apr 2020</i>

EXTRACURRICULAR ACTIVITIES

School & College Achievements

2012 — 2017

- Secured 2nd Prize in Horlicks Interschool Quiz Competition.
- Won 2nd Prize in Bank of Baroda Inter-school Drawing Competition.
- Participated in NCC Parade Training & Won inter-school events.
- Volunteered at Kaleidoscope, an all-Mumbai inter-college cultural festival.

SKILLS

HR & Recruitment Skills: Recruitment & Selection, Candidate Screening, Interview Coordination, Onboarding Support, HR Documentation, Bulk Hiring, ATS Handling, Candidate Engagement

Tools & Technologies: MS Excel, Google Sheets, Google Forms, MS Word, MS PowerPoint, Naukri.com, LinkedIn Recruiter (Basic), Internal ATS/Job Portals

Soft Skills: Communication, Time Management, Problem Solving, Multitasking, Professional Behavior, Team Collaboration, Client Coordination