

KAVYA SAKTHIVEL

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Chennai

PROFESSIONAL SUMMARY

Results-oriented **HR professional** with over 3+ years of experience managing the entire employee lifecycle, implementing innovative HR tools, and effectively handling HR data. Known for a client-focused approach and high energy, complemented by strong interpersonal and communication skills. Proven ability to thrive in fast-paced environments while excelling independently and as part of a collaborative team. Committed to driving organizational success through strategic HR initiatives and fostering positive workplace cultures.

STRENGTHS AND EXPERTISE

Project coordination	Performance Management	Team Leadership
Onboarding and orientation	Employee Engagements	Communication
Employee Life Cycle Planning and Development	Talent Acquisitions	HRIS Tool Automation Expert

PROFESSIONAL EXPERIENCE

August 2022 - September 2025

CredAvenue Private Limited (YUBI) Senior Associate - People Operations

Joined as a HR Consultant (promoted to Senior Associate in October 2023), responsible for managing the end-to-end Employee Lifecycle, from onboarding through offboarding. Also, was a key contributor to ensure smooth and efficient HR operations and transitions. Have played a significant role in HRMS tool implementation and successfully executed various HR automation initiatives.

- Managed the complete Employee Lifecycle from initial onboarding (Day 1) through internal movements, engagement, and final exit process.
- Spearheaded the end-to-end Employee Onboarding Process, focusing on efficiency and optimization to enhance the new hire experience.
- Successfully handled End-to-End Background Verification (BGV) processes for all new hires, ensuring compliance.
- Provided critical inputs and coordination for the Payroll team to ensure accurate and timely compensation processing.
- Managed End-to-End Employee Query Redressal, resolving issues across all HR functional areas.
- Served as a Tool Automation Expert across the Zoho suite, specifically utilizing Zoho People Plus, Zoho Recruit, and Zoho Sign to streamline HR workflows.
- Drove HR Portal development and automation initiatives, significantly improving self-service capabilities and reducing manual effort.
- Implemented the Oracle HRMS tool, including active usage and data integrity management.
- Ensured high data quality and integrity through rigorous data management and validation practices within the HRIS system.
- Led internal and external HR Audits, ensuring compliance with all regulatory and organizational standards.
- Created and maintained comprehensive HR Documentation, including Employee Handbooks, Job Aids, Policy Documents, and Standard Operating Procedures (SOPs).
- Developed and executed weekly and monthly Employee Engagement programs, fostering a positive and inclusive workplace culture.

Zoho Corporation
HR Intern - Talent Acquisition and Labour Laws

March 2022 - July 2022

Hands on experience working with the Talent Acquisition and Legal Compliance teams with recruiting, onboarding and creation of policies. Assisted with different parts of talent management and compliance, and helped with improving the recruitment efficiency and HR tasks.

- Oversaw the End-to-End Recruitment Lifecycle, managing the process from initial job requisition and sourcing through candidate offer and onboarding.
- Achieved exceptional hiring efficiency by successfully closing 88% of job openings for the critical Technical Support Role within one month of posting.
- Significantly influenced offer acceptance rates, successfully closing candidates with a 93% offer acceptance rate.
- Maintained robust candidate pipelines by sourcing and engaging with 30-40 candidates per week, consistently ensuring a positive and professional candidate experience.
- Managed recruitment data integrity by maintaining detailed, current records and generating comprehensive monthly reports using the Zoho Recruit ATS.
- Successfully coordinated 9 on-campus interviews and assessment centers, ensuring seamless logistical execution and effective candidate evaluation.
- Provided key support to the HR Operations team by assisting in the creation and documentation of new company policies.

Hofars
HR Intern - Operations

July 2021 - August 2021

Worked with department heads to figure out available positions were needed and created job descriptions.

Handled 3 job openings each month for various departments like Technology and Sales as a new intern Reviewed at least 5 candidates each week, leading to an average of 4 strong candidates being selected for further interviews.

Filled 78% of available job openings within a month

EDUCATION

Rajalakshmi Engineering College, Chennai
MBA, Human Resource and Marketing, Apr. 2022

Shasun Jain College, Chennai
BBA, Business Administration, May. 2020