

Nithya Manivel
HR & Talent Acquisition Specialist | Product / Startup Hiring
Amsterdam, Netherlands

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Visa Status: Partner Visa / No Sponsorship Required

Summary

HR & Talent Acquisition Specialist with 4 years experience hiring across tech, product, and analytics scaled Data & AI teams, launched two game studios, and cut time-to-fill for niche roles by 35%. Also handled HR operations include contracts/changes, Employee onboarding, background checks, document control, leave management, first-line employee/manager support, and annual performance cycle coordination. Skilled in stakeholder management and ATS optimization (Zoho, Workday exposure).

Skills

- **Recruitment & Sourcing:**
Technical Hiring | IT Recruitment | Product & Analytics Hiring | Outbound Hiring | Boolean Search | Talent Sourcing | Talent Screening | Behavioural Interviews | Data & AI Team Building | Startup & (Global Capability Center) GCC Recruitment | Leadership Hiring
- **Hiring Operations:**
Full-Cycle Recruitment | Offer Negotiation & Onboarding | Background Verification (Spring Verify) | Talent Pipeline Development | Employee Retention | Reporting & Dashboards
Facilitated reference checks and led offer negotiations to secure placements.
- **HR Ops & Administration**
Contracts & Policy Creation | Leave Administration | Employee Onboarding & Day-1 Readiness | Background Checks & Document Control | Payroll Coordination (offers, start dates, inputs) | Benefits & Leave Queries | Annual Performance Management | First-Line Employee/Manager Support | HR Reporting & SLAs | Events & Engagement Admin(inductions, weekly celebrations, recognition)
- **Stakeholder & Team Management:**
Stakeholder Management | C-level Collaboration | Vendor Management | Cross-Functional Collaboration | Talent Management | Social & Professional Networking
- **Tools & Platforms:**
Zoho Recruit | Workday | LinkedIn Recruiter | Naukri | Monster | Jira | Glassdoor | GreytHR | ATS Implementation & Optimization

Experience

HR & Talent Acquisition Specialist

[Zitro](#), Bangalore, India

Dec 2024 – Aug 2025

- **HR administration & lifecycle:** Managed and drafted employment contracts and policies, oversaw leave administration, led employee onboarding and orientation, maintained document control, partnered with Payroll team on offers, start dates & documentation, and created guides to reduce back-and-forth.
- **Oversaw all post-offer processes:** Offer drafting and offer release, conducting background verification, and collecting documents in line with company policy and SLAs
- **Annual performance cycle coordination:** Coordinated the yearly performance process end-to-end by creating standardized evaluation templates, guiding managers through timelines and calibrations, consolidating ratings, and tracking follow-up actions and improvement plans.
- **End-to-end recruitment ownership:** Scoped roles with hiring managers, drafted role-specific JDs, sourced, screened, coordinated interviews, managed offers, and ensured smooth onboarding for technical and product functions.
- **Diverse sourcing toolkit:** Built pipelines via Boolean/direct sourcing, referrals, internet research, ATS (Zoho; Workday exposure), professional networks, and vendor partners; nurtured warm talent pools for future needs.
- **Rigorous evaluation & candidate experience:** Ran resume screens, phone/video interviews, technical/behavioral assessments; organized interview scheduling, delivered structured feedback, and handled offer negotiations transparently.
- **Operational partnership & planning:** Collaborated with international HR, leaders, and team leads to validate staffing plans, estimate headcount, set budgets, and phase recruitment roadmaps aligned to launch milestones.
- **Impact & outcomes:** Launched hiring for 2 new game studios (25+ hires in 3 months across engineering, product, creative, QA), achieved 100% fill rate, and reduced time-to-hire by 38% (45 → 28 days) by standardizing interview loops and optimizing ATS workflows.

Human Resources Associate

[Prescience Decision Solutions](#), Bangalore, India

Mar 2022 – Dec 2024

- **HR Ops:** Drafted and processed contracts and job changes, conducted onboarding and the referral policy, coordinated background checks, maintained document control,
- **Workforce scale-up:** Scaled headcount by 73% in 24 months (120+ hires) across product, analytics, and delivery; reduced time-to-fill for niche data-science roles 40 to 25 days via targeted sourcing and pipeline development.
- **Data & AI build-out:** Built a greenfield Data & AI function (data engineering, analytics, data science) to enable organisation wide, data-driven decision-making and delivery velocity.
- **Stakeholder partnership:** Partnered with C-level, hiring managers, and external clients (incl. major e-commerce firms and Teleperformance) to define hiring strategies, craft role-specific JDs, and align TA with evolving business goals.
- **Sourcing engine:** Drove advanced Boolean & direct sourcing, referrals, LinkedIn networking, Naukri/Hirist/Monster outreach, and AI-assisted ATS workflows (Zoho, Workday exposure) to build pipelines.
- **Pipeline development:** Built and maintained a 800+ candidate pipeline (consultants to associate-level technical talent), significantly lowering time-to-fill for hard-to-source roles.
- **ATS implementation & optimization:** Implemented and optimized Zoho Recruit, integrating across teams to centralize data, streamline workflows, and lift recruiter productivity and reporting accuracy.
- **Requisition ownership:** Managed 6–7 concurrent requisitions while flexing for ad-hoc/high-priority needs with minimal turnaround; orchestrated resume screens, behavioral interviews, client evaluation, and final selections.
- **Onboarding & post-offer care:** Ran offer rollout, document collection, background verification, and Day-1 readiness; executed post-offer engagement to improve joining ratios and cut drop-offs.
- **Performance management:** Coordinated the annual performance cycle, created evaluation templates, guided managers on timelines, consolidated ratings, and tracked improvement plans and pay-impact inputs.
- **Employee support & policy:** Served as first-line contact for employee/manager queries (leave, payroll status, contract changes, benefits), ensured policy compliance (privacy) and clear, timely resolutions.
- **Engagement & admin operations:** Organized HR admin tasks and culture moments, new-hire orientations, weekly celebrations, team events, recognition spotlights, and internal communication to strengthen belonging and retention.
- **Reporting & insights:** Delivered weekly HR reports (pipeline health, time-to-fill, onboarding SLAs), enabling data-driven decisions and continuous process optimization, maintained self-service articles and FAQs to reduce tickets.

Recruitment Consultant

[Pan Asia Resources](#), Remote

Sep 2021 – March 2022

- Managed full-cycle recruitment for APAC region (Singapore, Malaysia, Hong Kong, Taiwan, Thailand).
- Employed innovative sourcing techniques and market research to identify top talent aligned with client expectations.
- Coordinated with hiring managers to schedule interviews, conducted initial screenings, and facilitated offer negotiations.
- Facilitated reference checks and led offer negotiations to secure placements.

Honors & Awards

- Individual Contributor: Recognised for consistent dedication and support, significantly contributing to the successful hiring of high-quality talent
- Team of the Year (2023-2024) Award: Honoured for outstanding team performance and collaboration.

Certifications

- [LinkedIn Recruiter: AI-Powered Talent Acquisition](#)
- Certified Naukri Maestro Recruiter
- [Human Resource Management from the University of Minnesota \(Coursera\)](#)

Education

KPR Institute of Engineering and Technology, India

2016 - 2020

BE., Computer Science and Engineering