

# Athira Pradeep M

Bangalore

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Exhibits strong leadership skills and enjoys the challenge of managing diverse teams in a fast-paced office environment  
Experienced human resources Executive with 5 years of experience applying relevant HR tools and techniques

## Professional Experience

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**SI UK | KA, Bengaluru**

**11/22 - 06/24**

### **Human Resource Executive**

- Coordinated the full recruitment life-cycle, implementing sourcing strategies, talent acquisition, and onboarding progress seamlessly.
- Collaborated closely with managers to identify forthcoming hiring needs, updating job requirements and descriptions to reflect evolving roles.
- Conducted in-person and telephone interviews with candidates, scheduling and tracking interviews.
- Advertise job openings across various channels including the company's careers page, social media platforms, job boards, and internal communication channels.
- Executed reference and background checks efficiently, ensuring compliance and thorough vetting of candidates.
- Maintained a comprehensive database of candidate information and hiring activities, ensuring accuracy and accessibility of data.
- Managed the screening of resumes and coordinated interview schedules seamlessly.
- Issued offers to successful candidates, negotiating terms and facilitating the onboarding process ensure a smooth transition for new hires.
- Proficient in utilizing various HR functions including payroll processing, benefits administration, time and attendance tracking, and talent management.
- Managed employee data and records, ensuring accuracy and compliance with company policies and regulations.
- Developed and implemented HR policies and procedures for compliance with employment laws and company regulations.
- Managed the performance review process and ensured compliance with organizational policies and procedures.
- Informed job applicants of job duties, responsibilities, benefits, schedules, working conditions, and promotion opportunities.
- Collaborated with management to develop strategic HR initiatives aligned with organizational goals.
- Provided support to employees and management on HR-related inquiries and issues

**Wisdom Bridge Management | KA, Bengaluru**

**11/19 - 08/22**

### **HR Talent Acquisition**

- Managed end-to-end recruitment processes within applicant tracking systems (ATS), from job posting to candidate onboarding.
- Collaborated with hiring managers to define job requirements and update job descriptions within the ATS platform.
- Utilized ATS to source and screen candidates, reviewing resumes and applications for suitability.
- Coordinated interview schedules and communication with candidates through the ATS, ensuring a seamless experience.
- Conducted reference checks and background screenings directly within the ATS system, maintaining compliance with company policies.
- Maintained accurate candidate records and documentation within the ATS database, ensuring data integrity.

- Managed full-cycle recruitment processes, specializing in Non-IT positions.
- Conducted candidate screenings, interviews, and coordinated client interviews.
- Communicated job requirements to applicants via phone calls and provided detailed explanations
- Implemented proactive headhunting techniques and devised business strategies
- Fostered relationships with hiring managers to understand staffing needs and effectively fulfill recruitment requirements
- Utilized various job portals for resume scanning and shortlisting.
- Recruited candidates in accordance with organizational policies and procedures
- Collaborated with HR team members to streamline recruitment processes and improve overall efficiency.
- Handled additional administrative tasks as required.

## Education

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**Nehru College of Management**  
**MBA HR and Marketing**

**08/16 - 05/18**

**Aimfill International**  
**BBA- Airline Airport Management**

**08/13 - 05/16**

## Soft skill

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- Communications, Relationship Building, Negotiation, Time Management, Attention to Detail, Problem-solving, Adaptability

## Hard skill

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- ATS, Workday, ADP Workforce, Sourcing Skill, Interviewing, Candidate Assessment, Employment Law Compliance, Data analysis, Diversity and Inclusion

## Languages

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- English, Malayalam, Tamil