

SAHITHYA K

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

EXPERIENCE

Teamware Solutions - Talent Acquisition Specialist (IT/Non IT)

Chennai, India 08/2023 - Current

Client: Microsoft, Adobe, Airbnb, Diageo, Atlassian, Flipkart Myntra, Workday

- Spearheaded contract hiring for Client projects, leveraging Naukri and LinkedIn platforms.
- Executed targeted recruitment strategies, resulting in a 40% increase in qualified Clients-specific contract hires.
- Utilizing sourcing platform, screening, and onboard top-tier talent for each client-related contractual positions, meeting strict project deadlines.
- Proficiently utilized ATS for sourcing and screening, optimizing candidate pipelines and reducing time-to-fill by 30%.
- Sourcing in ATS tool and creating job descriptions follow up the selected candidates for onboarding.
- Possess knowledge of recruiting process including sourcing, Mass mailing, interviewing, reference checking and Pre training closure.
- Monitoring candidates training sessions, Negotiation, tracking their attendance tasks and documentation.
- Managed end-to-end recruitment for a high-profile both IT and Non-IT roles.

INTERNSHIP

- HR Internship in Ramco Cements Limited (May 2022)
- HR Internship in Reliance Jio Telecomm Limited (July 2022)
- HR Training in Leadteqz (May 2023- July 2023)

ACTIVITIES AND HONORS

- NSS (National Service Scheme) - June 2018 to May 2020

CONTACT

ksahithya42@gmail.com

9095460573

Chennai, India 600032

WWW:

www.linkedin.com/in/sahithya-k-395756239

SKILLS

- Business Forecasting
- Recruitment Planning
- Managed Client Contracts
- Applicant Tracking Systems
- Contract Negotiation
- Pipeline Maintenance
- Social Media Recruiting
- MS Office, Word, Excel, PowerPoint
- Google Sheets and Documents
- Salary Negotiation
- Documentation and Reporting

EDUCATION AND TRAINING

Master of Arts: Human Resource Management

Ethiraj College for Women

Chennai 05/2023

LANGUAGES

Telugu:

First Language

English:C2

Proficient (C2)

Tamil:C1

Advanced (C1)