




Riya Sakshi


Talent Acquisition Professional



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Dedicated and results-driven HR professional with around 5 years of experience in human resources management. Skilled in recruitment, employee relations, performance management, training and development. Excellent interpersonal and communication skills, with the ability to build and maintain strong relationships with employees, management, and stakeholders. Committed to driving employee engagement, talent retention, and organizational success.



Skills

- Communication and Interpersonal Skills ●●●●●
- Problem Solving and Analytical Skills ●●●●●
- Recruitment and hiring ●●●●●
- Organizational Behavior ●●●●●
- Microsoft Excel ●●●●●
- HR Analytics ●●●●●
- HR Audit ●●●●●
- Workforce Planning ●●●●●
- Performance Reviews ●●●●●
- HR Budgeting ●●●●●
- Recordkeeping ●●●●●



Work History

● HR Executive

DX8 Technologies Pvt. Ltd., Noida, India

- Lead end-to-end recruitment processes, including job profiling, sourcing, screening, interviewing, and selecting top-tier talent to meet the staffing needs of the IT company.
- Utilize innovative sourcing strategies, such as social media recruiting, talent pipelines, and employee referrals, to attract a diverse pool of candidates.
- Collaborate closely with departmental managers to understand staffing requirements and develop tailored recruitment strategies to address specific talent gaps.

2024-02 - Current

2021-01 - 2022-11

- Continuously optimize recruitment workflows and processes to enhance efficiency, minimize time-to-fill, and improve overall candidate experience.
- Oversee the day-to-day operations of the HR department, ensuring seamless execution of core HR functions and compliance with company policies and procedures.
- Coordinate performance management processes, including goal setting, performance appraisals, and feedback mechanisms, to drive employee development and enhance organizational effectiveness.
- Ensured compliance with labor laws and regulations by staying current on industry best practices and updating policies accordingly.
- Implemented successful training programs, enhancing employee skills and productivity levels across the organization.
- Facilitated open communication channels between employees and management to promote a positive workplace culture.

● **HR Support Specialist**

Accenture, Pune, India

- Conducted full-cycle recruitment for IT positions, including sourcing, screening, interviewing, and onboarding candidates.
- Developed and implemented recruitment strategies to attract top IT talent, utilizing various channels such as job boards, company's portal, and professional networks.
- Collaborated with hiring managers to understand their technical requirements and provided guidance on job descriptions and candidate qualifications.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing, and position management practices.
- Prepared audit reports and presented findings to senior management, highlighting areas of non-compliance and suggesting corrective measures.
- Collaborated with cross-functional teams to address compliance issues, develop action plans, and monitor their implementation.
- Maintain and update status of all ongoing positions (status of interviews, candidates shortlisted for various rounds).

2019-06 - 2021-01

● **HR Executive**

MindScripts Tech, Pune, India

- Led and directed worked with HR team members and handled hiring, training and termination.
- Assisted in end-to-end recruitment process, including job posting, screening resumes, conducting interviews, and coordinating with hiring managers.
- Participated in candidate selection and communicated with applicants throughout hiring process.
- Collaborated with HR team to conduct new employee onboarding, ensuring smooth transition for new hires.
- Assisted in maintaining employee records, updating personal information, and handling confidential employee data with utmost professionalism.

- Provided support in handling employee queries and concerns, addressing them promptly and ensuring appropriate resolutions.
- Assisted in preparing HR-related documents, such as employment contracts, offer letters, and HR manuals.
- Assisted in evaluating training effectiveness and gathering feedback from participants to improve future training initiatives.
- Assisted in managing HR databases and maintaining accurate records.
- Supported HR team with general administrative tasks, such as scheduling meetings, preparing documents, and managing correspondence.



Education

2021-07 - 2023-10

- **MBA: Human Resources Management**

NMIMS - Mumbai

2016-05 - 2019-04

- **BBA: Human Resources Management**

M.I.T School of Management - Pune



Accomplishments

- Accenture (July 22)
Awarded V-360 Award for being one of the best performers within the team.