



Saayana S Prakash

An HR with a zeal in seeking a job in the same field, where I can apply my creative skills to meet the company's needs and contribute in building a challenging and goal-oriented work environment in the organization.

Contact

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Email

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Address

Vasant Kunj, New Delhi

Education

2020
Bachelors Degree | BBA
Jamia Millia Islamia

2022
Masters Degree | MBA HR
Institute of Marketing & Management

Skills

- Ms Office
- Team Player
- Active listener
- Good Communication
- Discipline

Language

English

Hindi

Malayalam

Experience

2023 - Present

Archer and Bull | Gurugram, Haryana

Executive Head Hunter

- Exposure to international recruitment and talent acquisition projects for international and national companies.
- Working specifically on international, senior leadership, and niche roles, and exposure to interact with top management and business leaders across the globe.
- Exposure to talent acquisition across multiple industries – Technology and new age companies, FMCG, Retail, Hospitality, Entertainment, Real Estate, Manufacturing, Pharma, and more across multiple countries such as UAE, Africa, GCC, and India and salaries ranging from 22LPA to 80LPA approx.
- Managing end-to-end recruitment for various big brands such as TATA Digital, Landmark Group, Gulf Oil, Al Hamra Group etc., from different nationalities.
- Also, engaging with the employees, having positive relations with the employees, helping team mates.

2022 - 2023

IndiGo Airlines | Gurugram, Haryana

Associate Talent Acquisition

- Sourcing from various job portals and conducting recruitment drives
- Collaboration with various Engineering colleges for campus placements
- Coordinating with the stakeholders Managing bulk hiring of 500-600 candidates
- Coordinating and completing the onboarding process
- Taking care of the whole recruitment process from sourcing till joining of the resource.

2021 - 2021

Spicejet Airlines | Gurugram, Haryana

Human Resource Intern

Internship in the Talent Acquisition Department where I conducted interviews of various candidates, aligned for the recruitment process, and maintained records of candidates.

2019 - 2019

Oil and Natural Gas Corporation | New Delhi

Human Resource Intern

Completed internship in the Training & Development Department.

Surveyed on the topic "Training and Development at ONGC" which includes getting in contact with the employees and asking them questions based on questionnaires

ACHIEVEMENTS & EXPOSURE

1. EX-ASIAN GAMES PLAYER, participated in Asian Games 2018 at Palembang, Indonesia.
2. Ex-World Championship, Asian Championship and Asia Cup player in Soft Tennis.
3. Achiever of Principal's Award for Excellent Qualities of Head and Heart, Individual Sports Award and a Special Award.
4. Learned Bharatanatyam for 8 years under Guru Padmashree Geeta Chandran.
5. Played Lawn Tennis National Level representing Delhi State and Inter-School tournaments such as CBSE and won various medals and trophies.
6. National & International Level Player Award.
7. Sports Captain at school for consecutive 2 years.
8. Played Soft Tennis in the National & International representing Delhi State and India.
9. Played the following tournaments:
10. Asia Cup held in Hiroshima, Japan
11. Asian Soft Tennis Championship held in Chiba City, Japan.
12. Asian Junior Soft Tennis Championship held in Bulacan, Philippines
13. World Championship held in Delhi, India.
14. Represented India in several international tournaments across the world in the following countries:
15. Poland, Germany, China, Japan, Italy, Indonesia, Hawaii and Philippines.
16. Represented Indian University in the inter-university meet in Asian University Soft Tennis Championship held in Bulacan, Philippines.
17. Selected by Delhi State in the mission excellence in sports and supported with Rs. 10 lacs presented by Honourable Deputy CM Shri. Manish Sisodia in 2019.
18. I have been a part of the Soft Skills Club of my university named KAUSHAL.
19. Student Coordinator during IMM Leadership Summit and Beautiful Colloquium held at India Habitat Centre.

PERSONAL INFORMATION

Gender : Female

Languages Known : English, Hindi, Malayalam

City : New Delhi

Date of Birth : 11/01/1999