



8884153533

Kavyap.sarathy@gmail.com

www.linkedin.com/in/kavyaparthasarathy

Current Location: Hyderabad

EDUCATION

Symbiosis International University
MBA – HR (2017 – 2019) – 7.49 CGPA

University Of Calicut
B Tech – ECE (2010- 2014) – 8.42 CGPA

Kendriya Vidyalaya
XII – CBSE – 89.6 %

Kendriya Vidyalaya
X- CBSE – 92.4%

SKILLS AND ABILITIES

Negotiation and Stakeholder
management

Proficiency in MS Office and Applicant
Tracking System (Jobscore)

MIS reporting

Quick learner and Smart adaptor to
change processes

ACHIEVEMENTS

Recipient of Director's Award at SIMS
for the year 2017-19 for representing
college in various events across the
management colleges

Runners Up at Case Study Competition
– *VEDITUM* conducted by Goa Institute
Of Management

Participated in various events in School
and College

PROFFESIONAL SUMMARY

I am an alumna of Symbiosis University with an HR experience of 1.5 years in Recruitment and HR Operations. From being a techie for 2+ years to learning the intricacies of the purpose and functioning of the Human Resources wing, I bring in effective and creative approaches to efficiently manage the Human Resources functionalities with analytical thinking and process optimizations.

EXPERIENCE

Recruitment Associate | MAQ Software | Hyderabad

Jan 02, 2019 – Present

- Campus Hiring:
 - Responsible for 350+ hires from Tier 1 and Tier 2 Engineering campuses
 - 20+ hires from Tier 1 and Tier 2 Management campuses
 - Handling the end to end internship programme
- Lateral Hiring: Closed on mid-level and managerial level position for both tech (30) and non-tech (5) roles within the budgeted CTC by handling CTC negotiations
- HR Operations:
 - Handled employee documentation, onboarding and off boarding of 1000+ employees
 - Monitoring and maintaining the employee database (Internal tool)
 - Preparing yearly recruitment budget
 - Attrition management through pulse surveys
 - Hands on experience in preparing offer letters, Status change letters and experience letters for exiting employees using DocuSign
- Conducting team building activities and learning sessions for the team
- Facilitating the organization wide Performance Management System

Summer Intern | VLCC Personal Care | Gurugram

Apr 02, 2018 – May 30, 2018

- Performed policy audit, designed new policies and process documents along with its financial implications
- Streamlined the employee engagement processes

Systems Engineer | Infosys Ltd | Bangalore

May 25, 2014 – April 14, 2017