

AKANSHA SHRIVASTAVA

HR GENERALIST | TALENT ACQUISITION | RECRUITMENT OPERATIONS

Indore, India 452016 • 9407099203 • akansha.shrivastava1310@gmail.com

PROFESSIONAL SUMMARY

HR Generalist and Talent Acquisition professional with 3+ years of experience in end-to-end recruitment, talent acquisition, and HR operations. Experienced in high-volume and PAN-India hiring across technical and non-technical roles, including job posting, sourcing, application screening, shortlisting, interview coordination, offer rollout, onboarding, and recruitment documentation. Strong working knowledge of ATS/HRMS platforms, recruitment trackers, Naukri, Indeed, LinkedIn, and internal databases, with a focus on data accuracy, stakeholder coordination, confidentiality, and timely execution.

CORE COMPETENCIES

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| • End-to-End Recruitment | • Candidate Screening & Longlisting | • ATS / HRMS Management |
| • High-Volume & PAN-India Hiring | • Interview & Assessment Coordination | • Candidate Data Management |
| • Recruitment Case Management | • Stakeholder Management | • Offer & Onboarding Support |
| • Recruitment Documentation | • HR Compliance Support | • Recruitment Tracking & Reporting |

PROFESSIONAL EXPERIENCE

HR GENERALIST

Adsmeni

Mar 2025 – Present

- Manage end-to-end recruitment and HR operations covering sourcing, screening, interview coordination, offer rollout, onboarding, and HR documentation.
- Manage high-volume hiring requirements across PAN India while coordinating multiple vacancies and candidate pipelines simultaneously.
- Plan and conduct campus walk-in drives and recruitment campaigns, coordinating with institutions and candidates to support volume hiring requirements.
- Partner with internal stakeholders to understand manpower requirements, role expectations, hiring priorities, and recruitment timelines.
- Prepare job descriptions and publish vacancies across job portals and LinkedIn; source candidates through ATS platforms, Naukri, Indeed, LinkedIn, and internal databases.
- Review applications and resumes, conduct initial screening, shortlist candidates, and coordinate interviews with hiring stakeholders.
- Maintain accurate candidate pipelines, recruitment trackers, ATS/HR records, and recruitment documentation throughout the hiring lifecycle.
- Coordinate recruitment follow-ups to ensure timely progression through screening, interviews, selection, offer, and onboarding stages.
- Manage offer rollouts and onboarding documentation; support HR compliance documentation, policy implementation, attendance tracking, payroll inputs, and HR reporting.

TALENT ACQUISITION / RECRUITMENT EXECUTIVE

Teleperformance

Feb 2025 – Mar 2025

- Managed end-to-end recruitment for International Voice and Chat processes, including sourcing, screening, assessments, interview coordination, selection, and offer rollout.
- Handled daily walk-in drives and ensured smooth candidate registration, screening, assessment, and recruitment process management.
- Conducted candidate assessments and managed the complete recruitment lifecycle from initial screening to final selection.
- Coordinated with vendors and managed vendor relationships to ensure a consistent flow of suitable candidates for open requirements.
- Managed off-roll hiring and offer rollouts while ensuring timely coordination with selected candidates and relevant stakeholders.

TALENT ACQUISITION ASSOCIATE

Cartigram Services

Jan 2023 – Dec 2024

- Managed end-to-end recruitment cycles for technical and non-technical positions, including sourcing, screening, shortlisting, and interview coordination.
- Reviewed candidate profiles against role requirements and supported effective shortlisting and selection decisions.
- Coordinated recruitment workflows between candidates, hiring stakeholders, and HR teams to maintain process continuity.
- Supported onboarding, induction, HR compliance documentation, and maintenance of HRMS records and recruitment documentation.
- Assisted with attendance tracking, payroll inputs, and resolution of routine HR and recruitment-related queries.
- Managed a team of 12 members while continuing to contribute individually to recruitment and HR operations.

EDUCATION

MBA – Human Resources & Financial Management

SAGE University

2023 – 2025

Bachelor of Commerce – Tax Procedures & Practices

GGCT

2020 – 2023

TECHNICAL SKILLS & CERTIFICATIONS

HR / Recruitment Systems: ATS platforms, HRMS, recruitment trackers, Naukri, Indeed, LinkedIn
Microsoft & Analytics: Advanced Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Power BI
Certifications: Power BI • Advanced Microsoft Excel • HR ChatGPT for HR Automation

LANGUAGES

English • Hindi