

Kavya Menon

HR Executive - Talent Acquisition

Kochi, Kerala · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

MBA (HR) graduate with a six-month recruitment internship at an IT services firm, covering sourcing, screening and interview coordination for support and testing roles. Maintains tidy hiring trackers in Excel, writes clear candidate emails and understands onboarding paperwork end to end. Looking to grow as a recruiter in a technology or shared-services organisation.

SKILLS

End-to-end recruitment · Boolean sourcing · Naukri Resdex · Interview scheduling · Onboarding documentation · Excel trackers · Background verification · Candidate communication

EXPERIENCE

HR Intern - Talent Acquisition — Mid-sized IT services company, Kochi

6-month internship

- Screened roughly 350 applications for QA and technical support openings against a shared scorecard agreed with hiring managers.
- Scheduled 90 first-round interviews across three panels and cut last-minute reschedules by sending calendar invites with joining links a day early.
- Prepared joining kits and verified documents for 22 new hires, flagging four mismatched records to the background verification vendor.

Summer Intern - HR Operations — Regional hospital chain, Thrissur

2-month summer internship

- Digitised personnel files for about 180 nursing and support staff into a structured folder system with a searchable index sheet.
- Compiled monthly leave and overtime summaries that the HR manager used for payroll inputs and shift planning discussions.

EDUCATION

MBA, Human Resource Management — University-affiliated business school, Kochi

Electives: Talent Acquisition, Labour Laws, HR Analytics

B.Com — Autonomous arts and science college, Ernakulam

CERTIFICATIONS AND REGISTRATIONS

- Certificate course in Labour Laws and Payroll Basics
- HR Analytics with Excel (online course)

PROJECTS

- Offer-drop study — interviewed 30 candidates who declined offers and recommended faster offer turnaround to the placement cell

LANGUAGES

English · Malayalam · Hindi · Tamil