

POOJA GOVINDAN

Talent Acquisition Specialist | HR Operations

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SUMMARY

Experienced Talent Acquisition Specialist with a strong background in HR Operations and bench consultant management. Skilled in end-to-end recruitment, candidate sourcing, and talent pipeline management. Adept at streamlining HR processes, fostering business relationships, and driving workforce efficiency.

EDUCATION

Krishnasaamy college of science, arts and management for women

Bachelor's Degree in Mathematics
2019 - 2022

SKILLS

- Job boards: Indeed, Dice, LinkedIn, and Monster.
- MS Teams, Outlook, Excel, SharePoint and Office.
- Recruitment planning
- Salary and benefits negotiations
- Candidate pipeline management
- Candidate Sourcing
- Social Media Recruiting
- Talent management

CERTIFICATIONS

- AWS Cloud Practitioner.
- DevSkiller Tech Recruitment Certification.
- Human Resource Certification (Completion of Internship).

PROFESSIONAL EXPERIENCE

Talent Acquisition Specialist

Grepforce | March 2023 - Present

End-to-End Recruitment & Talent Acquisition:

- Successfully recruited and onboarded professionals for diverse projects and clients, ensuring high satisfaction and retention rates.
- Partner closely with senior managers and stakeholders to understand hiring needs, expectations, and business goals, delivering quality hires efficiently.
- Specialize in sourcing niche and specialized roles, identifying the right talent for complex positions.

Market Analysis & Bench Candidate Support:

- Analyze market trends and assess bench candidates' core skills, helping them secure the right job opportunities.

HR Operations & Business Development:

- Coordinate with vendors and platforms to ensure access to the necessary tools and resources for efficient hiring.
- Work with account managers to facilitate job portal subscriptions and maintain smooth recruitment operations.

Human Resource Intern

Gao Tech, Inc | Oct 2022 - Jan 2023

- Lead a team and conducted training sessions for team members.
- Recruited interns for the positions HR and Business Development.
- Organized and led training, induction programs, and weekly team meetings.
- Developed strong written and verbal communication skills.
- Maintained relationships with personnel using strong collaboration and teamwork skills.
- Created and updated tracking spreadsheets using MS Excel.