

Yashaswini G

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EXPERIENCE

HR INTERN

Live Connections

May 2023 – July 2023

- Supported daily HR admin tasks, including maintaining records, onboarding, and scheduling interviews.
- Assisted in recruitment by screening resumes, coordinating interviews, and facilitating candidate communications.
- Assisted with organizing employee events, maintaining attendance logs, and communicating HR policies.

HR Recruiter

Tricolor Manpower Solutions

May 2022 – November 2022

- Sourced candidates through job portals, social media, and referrals, screening resumes and shortlisting candidates based on job requirements.
- Assisted in preparing offer letters and supporting the onboarding process, including ensuring new hires completed all necessary documentation.
- Created and managed job postings and advertisements across various recruitment channels.
- Coordinated interview schedules, communicated with candidates, and facilitated interview processes with hiring managers.

EDUCATION

Aurora's PG College | 2022-2024

Master of Business Administration (HR) – 80%

Andra Mahila Sabha Arts and Science College | 2019-2022

Bachelor of Business Administration (HR) – 91%

Pragati Junior College | 2017-2019

Intermediate – 79%

PROJECTS

Impact of Team work on Organizational Development -2024

Evaluated team dynamics to identify strengths and barriers, then introduced collaborative strategies, feedbacks that fostered a culture of continuous improvement and empowered collective organizational advancement.

Effectiveness of Time Management as a tool for Organizational Survival -2022

Assessed the effectiveness of time management strategies as a foundational element for organizational sustainability, providing actionable recommendations to enhance operational performance.

SKILLS

Relevant skills : Recruiting, Sourcing, Onboarding, Background checks, Interview scheduling, Induction Process, Offer negotiation, Documentation, Employee records.

Soft Skills: Communication, Interpersonal Skills, Conflict Resolution, Teamwork, Problem Solving, Decision Making, Time management.

Technical Skills: MS Suite (word, excel, PowerPoint) Google Docs/Sheets, Canva.

AWARDS & RECOGNITION

-Received “Best Employee of the Month”- 2022

-Received Certification from Hyderabad Management Association (HMA) for active membership.

-Received several awards for organizing and volunteering at college events.

INTERESTS

Mandala Arts -Organizing Events - Volunteering - Paintings - Cooking - Travelling
