

RAJINI SAVITIKADI

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Professional Summary

Results-driven MBA (HR) graduate with hands-on experience in business administration, recruitment marketing, and employee engagement. Proven ability to source, screen, and onboard candidates efficiently, reducing hiring turnaround times by up to 30% through effective full cycle recruiting processes. Adept at leveraging HR tools, including Greenhouse and Workday, LinkedIn Recruiter, as well as strong interpersonal skills to build talent pipelines and enhance employer branding initiatives.

Key Skills

- Full-Cycle Recruitment & Talent Acquisition
- Interview Scheduling & Coordination
- Resume Screening & Candidate Shortlisting
- LinkedIn & Social Media Candidate Sourcing • Employee Engagement & Communication
- Documentation & Pre-Onboarding Assistance
- MS office, Email Drafting, Outlook

Professional Experience

New Associate – Content Moderation | Accenture (Aug 2024 – Jun 2025)

- Reviewed and moderated user-generated content to ensure compliance with policies, maintaining a 98% accuracy rate.
- Managed high-pressure, sensitive decision-making scenarios, strengthening resilience and problemsolving skills.
- Collaborated with cross-functional teams to improve content review processes, increasing efficiency by 15% through a systematic tracking system.

HR Intern – YoursthatSenior (Cnear) (6 Months)

- Sourced over 200 candidates via LinkedIn and job portals, increasing qualified applicant pool by 35% using recruitment marketing strategies.
- Conducted interviews and facilitated hiring of 25+ interns, reducing average time-to-hire by 20% through effective scheduling and organizational methods.
- Assisted in onboarding and orientation processes, improving new hire satisfaction scores.
- Addressed staff queries on HR policies, benefits, employment law, and onboarding procedures.

HR Intern – KPR Polymers (45 Days)

- Conducted safety awareness sessions for 100+ employees, reducing reported workplace incidents by 10%.

- Assessed and recommended improvements to health and safety practices, showcasing my **responsibility** toward employee well-being.
- Supported initiatives to strengthen employee–employer relations, boosting engagement scores through creative and innovative strategies.

Education

MBA – Human Resource Management | Guru Nanak Institutions Technical Campus, Hyderabad (2022 – 2024)

BA – Modern Literature, History & Journalism | RBVRR Women’s College, Osmania University (2019 – 2022)

Intermediate (MPC) | Smt. Kottam Manikyamma Junior College (2017 – 2019)

Certifications

- Diploma in Human Resources – Alison
- Generative AI in HR – LinkedIn
- HR Tools and Processes – Skillsoft Perci Pio (Accenture)
- GE Aerospace – Explore Human Resources (Forage)

Achievements

- Certified by National Cadet Corps – 2022
- Awarded Best Management Coordinator, Guna National Fest – 2023

Projects

- Health and Safety Measures of Employees at KPR Polymers (Minor)
- Relationship Between Safety Measures and Employee Performance at SRI NIRMALA Power Point (Major)