

SANGHAVI BAGUDIM

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🌐 linkedin.com/in/Sanghavi

Education

MLR Institute Of Technology

Master of Business Administration

Dundigal, Hyderabad

Nov. 2022 – Aug 2024

Government Degree College for Women

Bachelor of Commerce (Computer Application)

Begumpet, Hyderabad

Jun. 2019 – Aug 2022

New Government Junior College

Intermediate (Accounting and Taxation)

Kukatpally, Hyderabad

Jun. 2017 – Aug 2019

Sri Sai Vidyaniketan High School

Secondary School Certificate(SSC)

Shapur Nagar, Hyderabad

Jun. 2016 – Mar 2017

Experience

Talent Aquisition

Truviq Systems

Jan 2025 – Present

Hyderabad

- Assisted with candidate sourcing through various platforms (Linkedin,Naukri and referrals)
- Screened resumes to identify qualified candidates based on job requirements
- Conducted initial phone interviews to assess candidates' skills, experience, and cultural fit
- Coordinated and scheduled virtual interviews for shortlisted candidates
- Shortlisted candidates and assisted in the preparation of interview feedback for hiring managers
- Maintained accurate records of candidate information throughout the recruitment process
- Supported the HR team in onboarding new hires and completing necessary documentation

Human Resourse Intern

Universal Tribes

Oct 2024 – Dec 2024

Pune(Remote)

- Assisted with sourcing, screening, phone interviews, and scheduling virtual interviews.
- Shortlisted candidates, prepared interview feedback, and maintained records.
- Supported onboarding and documentation for new hires.

Projects

Employee Job Satisfaction at Coca-Cola

Jan 2024 – March 2024

- Conducted a study assessing employee participation in decision-making, highlighting active engagement across the workforce
- Identified employee dissatisfaction with refreshment facilities and recommended improvements for better employee satisfaction
- Analyzed compensation satisfaction levels, noting high satisfaction among supervisors with pay offered by the organization
- Found employee dissatisfaction with the organization's parking facilities, suggesting parking improvements to increase satisfaction
- Provided insights to management on areas of improvement, specifically focusing on enhancing refreshment and parking facilities
- Delivered actionable recommendations to improve organizational facilities, contributing to better employee retention and satisfaction

Skills

Sourcing

Recruiting

MicroSoft Office (Excel, PowerPoint Presentation, Word)

Tally ERP 9