

AKANKSHA YADAV

+91 6300909033 | akankshayadav231217@gmail.com | LinkedIn | Renukoot Uttar Pradesh, India

PROFESSIONAL SUMMARY

Results-driven and detail-oriented HR professional with hands-on experience in talent acquisition, HR operations, and employee lifecycle management. Proven ability to execute end-to-end recruitment strategies, maintain high data accuracy, and support HR delivery frameworks that enhance workforce performance. Adept at collaborating across teams, managing large volumes of candidate pipelines, and adapting quickly to dynamic environments. Certified in Lean Six Sigma (AI) and Accenture's virtual project management program, bringing a proactive mindset and strong communication skills to deliver consistent and efficient HR service outcomes.

EDUCATION

Bachelor of Business Administration
Babasaheb Bhimrao Ambedkar University

July 2021 – May 2024
Uttar Pradesh, India

PROFESSIONAL EXPERIENCE

HR Recruiter

Apr 2025 - Present

Digitxpert Solution

Freelance

- Handled **end-to-end recruitment** for IT and Non-IT roles across entry to mid-level positions
- Sourced quality candidates through platforms like **LinkedIn Recruiter, Job Hai, Apna Job, indeed, and Unstop**
- Independently managed **screening, interview coordination**, and timely closures with strong conversion rates

HR Intern

April 2023- June 2023

Crown bytes

Prayagraj, Uttar Pradesh

- Executed **end-to-end recruitment** for 90+ roles (Interns, BDAs, BDEs) via job boards and LinkedIn
- Oversaw **candidate lifecycle**: sourcing, screening, **interview coordination**, and onboarding
- Supervised a team of 10 HR interns, executing **HR delivery processes** using MS Office tools
- Processed and organized employee data to support **HR operations** and documentation

HR Admin Intern

June 2023 – July 2023

Hindalco Industries Ltd

Renukoot, India

- Reorganized departmental structures, improving **HR service efficiency** across 10+ units
- Maintained **payroll and HRMIS** data for 500+ employees, reducing errors by 20%
- Contributed to **employee engagement programs**, boosting satisfaction scores by 25%

Operations & HR Intern

July 2024 – Jan 2024

InsideliM.com | AltUni.in

Mumbai, India

- Coordinated Campus Ambassador and Fellowship programs for 50+ participants
- Launched LinkedIn hiring campaigns, increasing reach and application quality
- Orchestrated influencer recruitment, enhancing brand visibility and candidate pipeline

KEY SKILLS

Core HR Competencies: Talent Acquisition, End-to-End Recruitment, HR Delivery Strategy, Interview Coordination, Onboarding & Offboarding, Payroll Management, Employee Lifecycle Management, HR Administration, Workforce Optimization, Data Accuracy & Reporting

Tools & Technologies: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets)
LinkedIn Recruiter, AI Tools for Hiring, Data Management Systems (HRMS basics)

Soft Skills: Communication, Problem-Solving, Adaptability, Team Collaboration, Emotional Intelligence, Time Management, Critical Thinking, Quick Learning

CERTIFICATIONS & METHODOLOGIES

- Lean Six Sigma Yellow Belt (AI Focused)** -----Council for Six Sigma Certification *Certificate*
- Project Management Job Simulation** -----Accenture x Forage) *Certificate*
- Personality Development Program (Leadership, Communication)** BBAU *Certificate*