

Swathi K

E: swathi.sujith.krishna1997@gmail.com | M: +91 9446371288 | L: www.linkedin.com/in/swathikrishna7 | A: Bengaluru

SUMMARY

Having recently graduated with an **MSc in Business with International Management** from Northumbria University, Newcastle, and worked in **4 HR** roles, I am actively seeking opportunities as a **Talent Acquisition Coordinator** and **Talent Acquisition Specialist** roles.

EDUCATION

MSc in Business with International Management, 2:1 | Northumbria University | United Kingdom | 2021 – 2023

- **Modules:** Analytics for Business Practice (**67%**), Leadership & Management Development (**70%**)
- **Dissertation:** Impact of Digital Marketing on International Business - Case Study of Five Guys in the UK

Master's of Commerce | Bharathiar University | 2018 – 2020

- **Modules:** HR Management (**65%**), Business Environment (**64%**), Marketing Management (**70%**)

Bachelors of commerce | PSG College of Arts & Science | 2015 – 2018

- **Modules:** Business Law (**83%**), Principles of Management (**84%**), Business Communication (**75%**)

WORK EXPERIENCE

Human Resource Administrator | Skilled Up life | April 2024- Present | London, UK (**remote**)

- Led senior management meetings to design **5+** recruitment strategies & processes for the Tech Industry
- Hosted **10+** LinkedIn Audio Events in **3** weeks, increasing engagement and expanding the talent network

HR and Marketing Analyst | Confiqto | April 2024 - Present | Noida, India (**Remote**)

- Crafted a comprehensive company profile for an HR startup in **2-weeks** using **Canva**
- Consistently met weekly recruitment target by interviewing **50+** candidates every week

Recruitment Advisor | The Social Talks | December 2023 – April 2024 | Delhi, India

- Led the full recruitment life cycle from posting job ads to screening **300+** resumes monthly
- Onboarded **50+** new hires and completed training courses over 6 weeks
- Interviewed and assessed **100+** shortlisted candidates to successfully recruit high-quality hires
- Designed offer letter template & issued **100+** offer letters for HR, Sales, IT, and Marketing roles

HR Assistant Team Leader | GAO Tek Inc | July 2023 – November 2023 | New York, United States

- Promoted to HR Assistant Team Leader to lead **35** members within **3** months of starting
- Created **50+ IMCs** weekly on **MS Teams** to enhance interview process & candidate experience
- Led **6** week's HR training sessions for **10+** Assistant team leaders in onboarding operations

EXTRACURRICULAR ACTIVITIES

- **International Student Ambassador** - led campus tours of **~20** and held talks to promote university
- **Documentation lead at international tourism club** - Kerala Tourism UK Wing

SKILLS AND CERTIFICATES

- Certifications: Google Workspace Administration, CPD certification in Talent Acquisition Practices
- Statistical Software: SPSS Statistics (Beginner), Excel (advanced)
- Skills: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams, OneDrive) – advanced, Zoho Mail