

# NIHARIKA NARVA

Hyderabad  
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## OBJECTIVE

Talent Acquisition Executive with 2 years of experience in recruitment, sourcing, and a passion for human resources. Skilled in full-cycle recruitment process. Possess excellent communication skills and have an eye for details. Flexible to work in any environment required.

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## EDUCATION

- Master Of Business Administration – 2022  
Villa Marie PG College for Women
  - Bachelor Of Business Administration - 2020  
Specialization: Human Resource  
Villa Marie Degree College for Women (Hyderabad)
  - Intermediate Education - 2017  
Physics, Chemistry and Mathematics  
Sri Gayatri Junior College (Hyderabad)
  - Matriculation – 2015  
Raxford's Value High School (Hyderabad)
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## EXPERIENCE

**Talent Acquisition Executive**  
**(2022 Apr – 2024 Jun)**  
**Arroyo Consulting LLC**

- Source, screen, and interview candidates.
- Develop and maintain relationships with recruitment agencies, and other recruitment sources.
- Manage recruitment process from end-to-end.
- Provide administrative support on recruitment related matters.
- Create and maintain reporting documents on recruitment activities.
- Analyse and interpret recruitment data to identify trends and make recommendations.
- Conduct background checks, reference checks, and other pre-employment screenings.
- Responsible for the administrative activities which include- leave management, vendor management, etc.

- Support the HR manager with day-to-day administrative duties as assigned to ensure the smooth running of recruitment, rolling out of offers.
- Worked on various technologies to recruit the candidates as per client's requirements.
- Maintain applicant databases and applicant tracking systems

**Learning & Development Associate**  
**(Jun 2024 – Present)**  
**Source One Management**  
**Vendor: Deloitte**

- Monitor and assist training programs that happen in the organization via zoom.
- Work on tickets on ServiceNow.

## SKILLS

- Employee onboarding
- Developing recruiting strategies
- Strong interpersonal skills
- Excellent communication skills
- Advertising, screening, and interviewing
- Organizational and administrative activities
- Applicant tracking systems.
- Recruiting and interviewing technique

## ACHIEVEMENTS

- Rewarded for my work ethic and Time management during completion of assigned tasks.
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