

POOJITHA KATHA

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PROFESSIONAL SUMMARY

HR professional with 5+ years of experience across full-cycle talent acquisition, employer engagement, and HRIS-driven reporting in India, the UK, and Canada. Skilled at building relationships with hiring managers and business stakeholders, coordinating multi-party recruitment and program logistics, and translating HR data into dashboards and insights that inform leadership decisions. Proven track record managing **high-volume workloads**, cross-functional projects, and confidential employee data with precision in fast-paced, deadline-driven environments.

CORE COMPETENCIES

Talent Acquisition & Engagement: Full-cycle recruitment, high-volume requisition management, employer branding, stakeholder & hiring manager partnership, structured interview design, DEI-embedded hiring

Reporting & Business Insights: Power BI, Excel (advanced), Workday HCM reporting, dashboard creation, trend analysis, compliance reporting

Project & Program Support: Multi-stakeholder coordination, project planning/tracking, presentation development, cross-team collaboration

Tools: Workday HCM, ServiceNow, SAP HANA, MS Office (Excel, PowerPoint, Word, SharePoint), Outlook, Slack, Breezy HR, LinkedIn Recruiter

PROFESSIONAL EXPERIENCE

Vosyn Inc.

Mar 2026 - Present (Contract)

Recruitment Specialist

Etobicoke, Canada

- Managed end-to-end recruitment and partnered **with hiring managers** and business leaders to understand workforce requirements, define candidate profiles, and develop effective sourcing strategies.
- Built and maintained strong candidate pipelines through LinkedIn, job boards, networking, and recruitment platforms.
- Maintained accurate and audit-ready HRIS/ATS data, **managing employee records**, recruitment workflows, onboarding information, and system updates.
- Supported HRIS **process improvements** and system enhancements, collaborating with HR and IT teams to improve workflows, data accuracy.
- Developed HR reports and dashboards to analyze recruitment, by providing actionable insights to leadership.
- Prepare employment verification letters, confirmation letters, contract amendments, promotion letters, and other employment-related documentation
- Communicated effectively with candidates, employees, hiring managers, and leadership throughout recruitment and HR processes, ensuring timely resolution of inquiries and a positive employee experience.

Integrity International Group

Jan 2023 - Oct 2024

Talent Acquisition & HR Executive

London, UK

- Ensured a seamless candidate experience from initial contact through start date across 300+ placements in **IT, Sales, Operations**, and Hospitality, delivering prompt follow-up, high-quality communication, and dedicated support throughout the interview process.
- Took ownership of key recruitment process elements, including preparing candidates for subsequent interview phases, contributing to an 8+ hire cohort with a **100% offer-to-join ratio** within three months.
- Ensure all onboarding and offboarding processes are completed accurately and within established timelines.
- Prepare employment verification letters, confirmation letters, contract amendments, promotion letters, and other employment-related documentation
- Served as primary point of contact for candidates and hiring managers, providing timely updates and coordinating multi-stakeholder **interview scheduling** with C-suite executives and board members while maintaining confidentiality.
- Utilized applicant tracking systems (ATS) and HR case management tools to manage candidate information and track recruitment metrics, maintaining compliance documentation for **500+ employees with 100% resolution** of inquiries within 24 hours.
- Shared best practices on sourcing, recruiting, and closing techniques leveraging job boards, talent pool building, Boolean search, employer branding, and passive candidate engagement while designing standardized structured-interview frameworks and SOPs embedding DEI best practices.
- Supported cross-functional HR initiatives including employee engagement surveys, DEI programs, policy updates, and process improvement projects.