

Priyanka Gurusamy

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Personal Summary

Dynamic and results-driven recruitment professional with over 6 years of experience in full-cycle talent acquisition across healthcare, hospitality, and technology sectors. Proficient in leveraging Applicant Tracking Systems (ATS), job boards, and social media platforms to attract top-tier talent and streamline hiring processes. Demonstrated expertise in compliance with regulatory standards, effective onboarding, and resource allocation. Recognized for strong organizational abilities, effective decision-making, and adaptability in dynamic environments. Seeking opportunities to leverage my expertise to contribute to organizational success

Skills

- Recruitment Compliance & Regulatory Knowledge (Knowledge of CQC)
- Proficient in Microsoft Office Suite
- Effective Scheduling & coordination
- Expertise in Recruitment Software & Platforms
- Human Resources Information System (HRIS)
- Advertising & Job Marketing Expertise
- Strong Networking & Relationship Building Skills
- Highly Self-Motivated & Results-Driven
- Experience with Applicant Tracking Systems (ATS)
- Resource Management & Allocation
- Records Management & Documentation
- Hard Work and Dedication

Experience

Recruitment Officer

02/2024 – 03/2025

HFH Healthcare Ltd – www.hfhhealthcare.co.uk

London, UK

- Collaborated with operations and care management teams to define recruitment requirements and coordinate candidate onboarding.
- Planned and allocated resources effectively, matching shortlisted candidates with appropriate clients based on requirements.
- Created and posted job advertisements aligned with specific requirements to attract diverse applicants.
- Effectively utilized recruitment software to identify, engage, and manage top talent.
- Gathered, validated, and managed candidate documentation, including references checks, Disclosure and Barring Service (DBS) checks, and employment verifications, ensuring full compliance.
- Demonstrated expertise in recruitment software for efficient candidate sourcing.
- Engaged in job fairs and career events, collaborating with job centers to expand talent outreach.

Recruitment Officer

10/2022 - 08/2023

HFH Healthcare Ltd – www.hfhhealthcare.co.uk

London, UK

Recruitment Consultant

09/2021 - 12/2021

Apisero (NTT Data) - <https://us.nttdata.com>

India

- Collaborated with hiring manager to understand job requirements thoroughly
- Conducted sourcing activities to identify suitable candidates aligned with job specifications
- Utilized headhunting and industry mapping techniques for specialized skill acquisition
- Managed interview scheduling efficiently using Google Calendar
- Produced detailed weekly and monthly recruitment reports utilizing Microsoft Office and Greenhouse reports
- Coordinating with Technical Panels for conducting L1, L2 & Client interviews
- Evaluating the fitment in terms of responsibilities, compensation & notice period, scheduling the interviews and following up with stakeholders for the feedback
- Facilitated salary approval process with manager and initiated offer letter generation via Greenhouse ATS and follow up with the applicants until onboarding

HR Assistant

01/2019 - 03/2021

Isha Foundation - <https://isha.sadhguru.org/in/en>

India

- Worked on different requirements from time to time as specified by a resource manager
- Advertising on Job Portal to invite applications and sourcing CVs from different sources like job portals, internal databases, references, and social media and placement consultants
- Proactively sourced candidates using (LinkedIn Recruiter) for technical job roles including backend engineering roles
- Verification of salary slips, bank statements, salary breakups of selected candidates to confirm the details provided by the candidate are correct as per records
- Preparing salary proposal and taking approval from resource manager before releasing the offer letter
- Preparing recruitment reports for review meetings
- Provided POCSO training to school students, ensuring awareness and compliance.
- Supported year-end appraisals, assisting with performance reviews and feedback processes.
- Organized and conducted job fairs to connect talent with career opportunities.

HR Associate

08/2016 - 01/2019

Aximsoft - www.aximsoft.com

India

- Responsible for mass hiring of Fresher, Developer's/Programmer's, & Analysts
- Created Boolean search strings to identify diverse technical profiles via (Naukri)
- Developed networks and long-term relationships with candidates & placement consultants, networking through (LinkedIn, Facebook)
- Responsible for updating and entering new employees into database system (HRMS)
- Coordinated company events for team outings and meetings, including organizing all event details to ensure seamless execution and a positive employee experience

Education

Master of Business Administration: BSMED, Bharathiar University

06/2014 - 04/2016

India

Bachelor of Commerce (e-Commerce): PSGR Krishnammal College

06/2011- 04/2014

India