

VINI DESAI

HR ADMINISTRATOR - Talent Acquisition, HR Operations & HRIS Systems

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📍 Toronto, ON

in [LinkedIn](#)

SKILLS

- **Talent Acquisition:** Sourcing pipelines, interview Coordination Workflow, ATS tracking, hiring metrics analysis.
- **HR Operations and HRIS:** Employee records management, workflow administration, and access controls.
- **Payroll & Administration:** Timesheet processing, audit validation, statutory reporting, Quick Books.
- **Policy Management:** Labor law adherence, documentation control, audit readiness, and process enforcement.
- **Administrative Systems:** Excel reporting, database updates, scheduling systems, document version control.

WORK EXPERIENCE

Human Resources Intern

July 2024 - December 2024

Salary Scale Inc

Ontario

- Screened 100+ resumes weekly using ATS filtering logic, Boolean search strings, and role-specific criteria matrices, shortlisting candidates across 6 parallel requisitions with 95% alignment accuracy.
- Executed candidate coordination workflows by scheduling 30+ interviews per week, managing calendar synchronization, confirmation cycles, and communication logs to reduce scheduling conflicts by 28%.
- Administered onboarding pipelines for 20+ new hires by tracking documentation status, validating compliance artifacts, and coordinating activation timelines through standardized intake checklists.
- Maintained structured HRIS records covering 300+ employee profiles, enforcing confidentiality controls, access permissions, and version tracking to improve retrieval response time by 35%.
- Monitored recruitment funnel metrics including submission-to-interview ratios, cycle time variance, and turnaround duration, generating 50+ weekly analytics summaries to support hiring decisions.

Recruiter Assistant

June 2022 - December 2023

Justdial Limited

India

- Managed daily recruitment operations supporting 10+ active hiring pipelines by tracking candidate movement, stage progression, and workflow dependencies to maintain continuity.
- Communicated with 50+ candidates weekly through structured call scripts, CRM notes, and follow-up protocols, maintaining response resolution rates above 92%.
- Coordinated interview logistics across internal stakeholders by aligning interviewer availability, calendar constraints, and role priorities, reducing reschedule frequency by 31%.
- Processed applicant records and documentation for 500+ profiles using internal databases, enforcing data validation rules, normalization standards, and record completeness checks.
- Collaborated with 6 internal teams to streamline recruitment handoffs, standardizing data transfer points and decreasing processing latency by 26%.

Human Resources Intern

May 2021 - October 2021

Campus Corporate

India

- Sourced over 150 candidates across LinkedIn, Indeed, and job boards, increasing qualified applicant pool by 25% within 6 months.
- Screened and shortlisted 200+ candidates' resumes based on strict job requirements, improving interview-to-hire ratio by 15%.
- Conducted 100+ initial phone and email screenings, accelerating the recruitment pipeline and reducing time-to-fill by 10 days.
- Coordinated interview schedules for 80+ candidates, ensuring 100% alignment with hiring managers' calendars and reducing rescheduling incidents by 30%.

EDUCATION

Post Graduate Diploma in Business Management - Human Resources

May 2024 - December 2026

Cestar College of Business, Health & Technology, Ontario

Bachelor of Management Studies - Human Resources

June 2019 - June 2022

University of Mumbai, India

CERTIFICATIONS

- **AI for Human Resources Management** - Udemy
- **Master SAP SuccessFactors Employee Central** - Udemy
- **Talent Acquisition Expert** - iSmartRecruit
- **Generative AI in Human Resources** - LinkedIn Learning
- **HR Systems Features and Benefits** - LinkedIn Learning