

RUCHI BINOD

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PROFILE SUMMARY

Dedicated and people-oriented HR professional with over 11 years of experience in talent acquisition, employee engagement, and administrative HR operations. Possess a strong passion for educational and student development environments, with transferable skills in academic administration, counseling, student onboarding, event coordination, and stakeholder communication. Seeking to transition into an Academic Administrator or Academic Counsellor role in a reputable institution where I can support student success, streamline academic operations, and promote institutional values.

CORE COMPETENCIES

- Student Counseling & Mentorship
- Academic Administration & Support Services
- Orientation Programs
- Communication & Interpersonal Skills
- Event Planning & Coordination
- Stakeholder Engagement
- Scheduling & Time Management
- Recruitment & Onboarding
- Policy Implementation & Record Keeping

PROFESSIONAL EXPERIENCE

Lead, Talent Acquisition & HR Ops | Acsia Technologies, Bangalore

Jan 2023 – Jul 2024

- Acted as the HR SPOC for Bangalore location, coordinating employee documentation, induction, and operational compliance.
- Conducted onboarding and induction programs—skills directly transferable to student orientation and academic onboarding.
- Led a team, mentored new joiners, and supported cross-functional coordination—key skills for academic scheduling and admin processes.
- Managed internal communications, leadership visits, and office administration with high professionalism.

Full Life Cycle Recruiter | Amazon Development Centre India, Bengaluru

Jul 2022 – Dec 2022

- Liaised with department heads and managed candidate lifecycle—parallels academic program coordination.

- Maintained clear, empathetic communication with candidates—vital for student support and counseling roles.
- Actively contributed to diversity-focused hiring and engagement drives—transferable to inclusive student programs.

Talent Acquisition Specialist II | Harman International India

Aug 2016 – Jul 2022

- Coordinated end-to-end talent planning and onboarding across departments.
- Regularly conducted information sessions and campus hiring drives—relevant to college admissions and outreach.
- Recognized for strong relationship-building with department leaders and new hires.
- Created onboarding handbooks and conducted training sessions—useful for academic handbook development and student counseling orientation.

Principal Consultant | Magna Infotech (now Qess Corp)

Mar 2011 – Oct 2014

- Handled client engagement and internal team mentoring—supportive of academic program coordination and student assistance.
- Maintained structured databases and reports—skills transferable to academic records and student data management.

EDUCATION

MBA in Human Resource Management

Regional College of Management, BPUT, Odisha – 2010

HIGHLIGHTS & ACHIEVEMENTS

- Awarded for excellence in team mentoring, employee engagement, and leadership hiring.
- Designed onboarding and training content applicable to student orientation and information programs.
- Conducted high-volume sessions and recruitment events with outstanding organization and communication.

TECHNICAL TOOLS & SYSTEMS

MS Office | Workday | SuccessFactors | Google Workspace | Zoom | Excel | PowerPoint | ATS/HRIS systems

PERSONAL DETAILS

Date of Birth: 28 July 1986

Languages Known: English, Hindi, Odia, Marathi

Location: Bangalore

Notice Period: Immediate