

ANJU AJAY

TALENT ACQUISITION SPECIALIST - Talent Sourcing, HRIS Systems & Recruitment Operations

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📍 Toronto, ON

in [LinkedIn](#)

SKILLS

- **HR Operations & Employee Lifecycle:** Onboarding and Offboarding, Employee Record Management
- **Recruitment & Coordination:** Full-Cycle Recruitment, ATS Management, Resume Screening, Job Postings
- **HRIS & Reporting:** Workday / SAP HRIS, Payroll Coordination, Compliance Reports, Audit-Ready Docs
- **Tools & Software:** Microsoft 365 Office, Google Workspace, Microsoft Teams, ADP, SAP HR, BambooHR
- **Talent Engagement & Performance Tracking:** KPI Monitoring, CRM Management, LinkedIn Sourcing

WORK EXPERIENCE

HR Coordinator - Recruiting & Talent Sourcing

June 2025 – Present

Top Talent Bridge

Canada

- Maintained full-cycle recruitment for 15+ roles across technical and non-technical domains, reducing average time-to-hire by 22% through strategic job postings and pre-screening enhancements.
- Coordinated over 120 interview schedules and onboarding sessions quarterly, ensuring 100% compliance with internal policies and achieving a 95% positive candidate experience rating.
- Implemented an applicant tracking system (ATS) optimization project, increasing candidate pipeline visibility and recruiter response efficiency by 30%.
- Managed employee records for a workforce of 200+, maintaining 99.8% accuracy across payroll inputs, benefits enrollment, and document compliance audits.

Business Development & Recruiting Intern

December 2024 - May 2025

Northern Staffing

Mississauga

- Coordinated recruitment workflows by screening 120+ resumes and shortlisting candidates while managing 3-4 concurrent requisitions, collaborating with recruiters.
- Executed 60+ candidate pre-screens and resume evaluations, documenting assessments and delivering structured recommendations, improving selection efficiency.
- Administered onboarding documentation for 25+ new hires, tracking compliance requirements and ensuring 100% completion of mandatory paperwork.
- Maintained and updated 200+ candidate and employee records using SmartRecruiter ATS, Workday Recruiting and Excel trackers, monitoring hours and documentation status while generating weekly reports.

Senior Specialist - Space Presentation & Transition

November 2021 - August 2023

Target Corp.

India

- Executed 50+ planogram transitions aligning merchandising layouts with corporate timelines and improving visual compliance accuracy.
- Directed POG Flex-to-Hybrid Merge transitions across store sections, sustaining uninterrupted retail operations and maintaining inventory flow efficiency.
- Trained 30+ associates on fixture alignment and display standards, increasing merchandising execution accuracy by 25%.
- Developed Excel-based project tracking dashboards, reducing transition delays by 20% in project visibility.

Process Associate

September 2020 - November 2021

Mr. Cooper

India

- Processed credit indexing tasks with 99% accuracy, strengthening data integrity across customer servicing and loan verification workflows.
- Validated and corrected 10,000+ data records through cross-verification protocols, enhancing reporting accuracy and operational reliability.
- Mentored 5+ new hires on internal systems and quality benchmarks, accelerating onboarding productivity and reducing training cycle time by 20%.
- Automated recurring reporting workflows using Excel automation tools, cutting manual reporting effort by 30%.

EDUCATION

Ontario Graduate Certificate in Human Resource Management

September 2024 - August 2025

Humber College, Etobicoke, Canada

Ontario Graduate Certificate in Public Relations

September 2023 - August 2024

Humber College, Etobicoke, Canada

Bachelor of Arts (BA) in Journalism, English Literature & Political Science

June 2017 – October 2020

Kristu Jayanti University, Bengaluru, India