



RIYA MENON

Talent Acquisition Manager

hiring strategy, team leadership, workforce planning

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FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Talent Acquisition Manager with an illustrative 11-year career in people operations, recruitment and organisational learning. Combines hiring strategy, team leadership, workforce planning with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes hiring process redesign, recruiting capacity plan and interviewer capability programme. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced talent acquisition manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Human Resources. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

11 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

hiring strategy / team leadership

workforce planning / structured assessment

recruiting operations / analytics

vendor coordination / candidate experience

PROFESSIONAL MISSION

Turn a clear brief into dependable people operations, recruitment and organisational learning work: understand the context, apply hiring strategy and team leadership, record the evidence and explain the limitations before handover.

Career family: Human Resources & Recruitment | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Talent Acquisition Manager

Meridian People Operations (fictional)

Jul 2024 - Present | Bengaluru, India

Independent ownership of scoped talent acquisition manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Aligned role-specific criteria and documented review stages.
- Modelled demand and agreed service priorities.
- Led brief clarification and prioritised work using hiring strategy, team leadership and workforce planning. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a process and criteria brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of structured assessment and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Recruitment Lead

Northline People Operations (fictional)

Jul 2020 - Jun 2024 | Bengaluru, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in workforce planning and structured assessment.

- Trained interviewers on structured observation and scorecards.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied recruiting operations and analytics to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a reviewed outcome and feedback summary so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Define job-related criteria and process ownership before evaluating people or requests.
- Handle personal information through permissioned records and appropriate access limits.
- Use consistent evidence and human review; do not infer protected traits or automate consequential decisions.

PROFESSIONAL EXPERIENCE / EARLIER

Senior Recruiter

Cedarbridge People Operations (fictional)

Jul 2017 - Jun 2020 | Bengaluru, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving hiring strategy and team leadership using a documented preparation and review process.
- Supported recruiting capacity plan by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through vendor coordination and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Recruiter

Cedarbridge People Operations (fictional)

Jul 2015 - Jun 2017 | Bengaluru, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with hiring strategy and workforce planning within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Hiring process redesign. Aligned role-specific criteria and documented review stages. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Recruiting capacity plan. Modelled demand and agreed service priorities. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Interviewer capability programme. Trained interviewers on structured observation and scorecards. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Hiring process redesign

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in people operations, recruitment and organisational learning; not a real client case study.

Problem. Different functions used inconsistent selection steps.

Objective. Create a workable response to this issue through hiring strategy, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Aligned role-specific criteria and documented review stages.
- Prepared the scope with the commissioning team, identified unresolved inputs and used hiring strategy to turn the brief into a sequenced work package.
- Applied team leadership and workforce planning while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. hiring strategy / team leadership / workforce planning / structured assessment

Deliverables. Hiring process redesign - scoped brief; Hiring process redesign - reviewed working package; Hiring process redesign - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a process and criteria brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for hiring process redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

SPECIALIST PRACTICE

People and privacy

The sample focuses on hiring strategy, team leadership, workforce planning. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on hiring strategy and structured assessment for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of recruiting capacity plan, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included.

SELECTED WORK / 02 AND 03

Recruiting capacity plan

P2 | Jan 2026 - Jun 2026 | Meridian People Operations (fictional)

Problem. Hiring commitments exceeded team bandwidth.

Objective. Create a workable response to this issue through team leadership, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Modelled demand and agreed service priorities.
- Prepared the scope with the commissioning team, identified unresolved inputs and used workforce planning to turn the brief into a sequenced work package.
- Applied structured assessment and recruiting operations while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. team leadership / workforce planning / structured assessment / recruiting operations

Delivered. Recruiting capacity plan - scoped brief; Recruiting capacity plan - reviewed working package; Recruiting capacity plan - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for recruiting capacity plan, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

Interviewer capability programme

P3 | Jan 2021 - Jun 2021 | Northline People Operations (fictional)

Problem. Interview feedback lacked job-related evidence.

Objective. Create a workable response to this issue through workforce planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Talent Acquisition Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Trained interviewers on structured observation and scorecards.
- Prepared the scope with the commissioning team, identified unresolved inputs and used recruiting operations to turn the brief into a sequenced work package.
- Applied analytics and vendor coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. workforce planning / structured assessment / recruiting operations / analytics

Delivered. Interviewer capability programme - scoped brief; Interviewer capability programme - reviewed working package; Interviewer capability programme - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for interviewer capability programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and criteria brief; permissioned workflow record; reviewed outcome and feedback summary.

EDUCATION AND SPECIALIST LEARNING

MBA in Human Resources

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2013 - May 2015 | completed - fictional record
Focus: hiring strategy, team leadership, structured assessment. Specialist study on hiring process redesign; an illustrative learning project, not a published result.

Bachelor's in Business Administration

Cedarhaven College of Applied Studies (fictional institution)
Jul 2010 - May 2013 | completed - fictional record
Focus: workforce planning, recruiting operations, analytics. Applied coursework in hiring strategy, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Structured interviewing workshop (2023). Hiring strategy and structured assessment in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to hiring process redesign.

People-data stewardship lab (2024). Team leadership and recruiting operations in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to recruiting capacity plan.

Manager communication practicum (2025). Workforce planning and analytics in the context of talent acquisition manager work. Used reflective exercises and a bounded practice example related to interviewer capability programme.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

All employee and candidate examples are synthetic; no sensitive personnel records or automated hiring verdicts are included. Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: riya.menon@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: [profile.json](#). Interactive companion: [portfolio.html](#). Reference CV used for structure only; this is not Ajay Prajapat's biography.