





CONTACTS

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EDUCATIONAL CREDENTIALS

BE (E&C Engg)

2010 - 2013

VTU (Visvesvaraya Technological University), Karnataka

PROFESSIONAL SKILLS

- Employee life-cycle management
- Employee relations and retention
- Compensation and benefit
- Payroll
- Performance evaluation
- Salary negotiation and addressing grievances
- Appraisal management
- HRIS / HRMS - GreytHR & HR.my
- MS Office

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Malayalam
- Tamil
- Telugu (Beginner)
- Tulu (Beginner)

PERSONAL PROFILE

- **DOB** : 25/01/1985
- **HOBBIES** : Designing apparels, embroidering, reading books
- **PERMANENT ADDRESS** :
#R-43/D, Bhramari Nilaya,
Kuvempu Extn, Somwarpet,
Coorg(D), Karnataka

SHRUTHI SANTHOSH

HR Professional

PROFILE SUMMARY

Goal-Oriented Human Resource professional with 8+ years of industry experience in planning and directing areas of Human Resources that includes : recruitment, benefits, compensation, employment laws, employee relations, on-boarding, payroll, performance management, policy & procedures, recruitment, safety, supervision & training.

KEY RESPONSIBILITIES HANDLED

- ✧ Partnering with seniors for recruitment plan and calendar according to operation, Identifying vacancies, developing JD, posting jobs in various channels(job portals, newspapers etc) to source candidates, screening, interviewing, background and reference checks, issuing offer letters, employee on-boarding and induction, Off boarding and related operations.
- ✧ Creating and issuing of official internal documents such as offer letters, appointment letters, salary slips, pre-interview application, technical round - questionnaires etc
- ✧ Walk-ins and campus recruitment
- ✧ Hiring of permanent, C2H roles for internal and global businesses.
- ✧ Creating and managing HR budget.
- ✧ Implementing policies and procedures to ensure organizational vision, mission and goals are achieved.
- ✧ Providing guidance on employee relations issues through progressive disciplinary process.
- ✧ Enforcing company policies and practising on timely manner.
- ✧ Keep in current with employment laws and HR regulations to ensure regulatory compliance.
- ✧ Planning, developing and implementing compensation programs for recruits and promotions.
- ✧ Payroll process, compensation and benefits administration.
- ✧ Preparing and maintaining various HR MIS Reports.
- ✧ Statutory compliance (PF, ESIC, Bonus, gratuity) etc.
- ✧ Creating employee engagement plans and initiating activities.
- ✧ Assisting in admin, sales and other related operations.

EMPLOYERS

- ✧ IT recruiter at Techstar Group (Location : Madhapur, Hyderabad) from may 2022 - october 2022
- ✧ HR coordinator at Flo, India (Location : Bengaluru) from july 2021 - april 2022
- ✧ Maternity break from april 2019 - june 2021
- ✧ Techno commercial Engineer (HR operations and project coordinator) at Akshay Controls and Systems Pvt. Ltd (Location : CBD Belapur, Navi Mumbai Maharashtra) from June 2015 - March 2019
- ✧ HR and admin asst. at Coorg Institute of Technology (Location : coorg, Karnataka) from april 2007 - july 2010