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✉️ sruthiks180@gmail.com

SUMMARY

Enthusiastic HR professional with more than 2 years experience in HR administration. Adept developing and implementing strategic HR initiatives that align with organizational goals. Known for exceptional interpersonal skills and the ability to build strong relationships with employees at all levels.

SKILLS

- Employee Relations
- Ms Office (Excel, word, PowerPoint, Outlook)
- Workplace conflict resolution
- Talent Acquisition
- Payroll Processing
- Written and Oral communication Skill
- Confidentiality
- Computer literacy
- Office administration

PERSONAL INFORMATION

- Nationality : Indian
- Date of Birth : 15/06/1996
- Passport No : T9612442
- Visa Type : Residence
- Marital Status : Married

SRUTHI K S

EXPERIENCE

October 2021 - December 2023

HR Executive- Digital Links BPO Pvt Ltd | Thrissur, India

- Coordinated recruitment processes, from advertising vacancies to conducting interviews and selecting candidates.
- Handled with employees orientation training.
- Creating and updating HR policies and procedures.
- Maintaining accurate employee records and managing HR databases.
- Coordinated with department heads to assess staffing needs and plan future recruitment.
- Ensuring the organization complies with labor laws and employment standards.
- Managing payroll, compensation strategies to attract and retain talent.
- Addressing employee concerns, mediating conflicts, and ensuring a positive work environment.

EDUCATION

2019

Master of Business Administration | Human Resources Management and Marketing Management (Calicut University)

School of Management studies, Kuttipuram, Malappuram, Kerala, India

2016

Bachelor of Business Administration | Marketing Management (Calicut University)

Mother Arts and Science College, Peruvallur, Thrissur, Kerala, India

2013

Higher Secondary Education | Commerce

Wisdom College, Kerala, India

PROJECT

- Quality of work life and it's impact on Job Satisfaction in KKR Group of Companies(NIRAPARA), Kerala, India

LANGUAGES

Malayalam: First Language

English: C1
Advanced

Tamil: A2
Elementary

Hindi: B1
Intermediate