**Shruti\_HR\_60pc** shrutiHR20@gmail.com | +9845737983

**Summary**

Experienced and versatile Senior Human Resources professional with 8 years of comprehensive HR experience, seeking to contribute across multiple HR divisions within a fast-paced tech environment. Passionate about building an employee-centric culture and ensuring compliance with Indian labor laws.

**Experience**

**Senior Human Resources Representative** | Tech Innovations Pvt. Ltd. | Bengaluru, Karnataka *January 2021 – Present*

* Managed full recruitment life cycle for technical roles, from sourcing to offer negotiation.
* Developed and implemented employee engagement initiatives and communication strategies.
* Supported performance appraisal systems, including goal setting and feedback mechanisms.
* Participated in compensation surveys and administered employee benefits programs (e.g., health insurance, provident fund, gratuity).
* Ensured HR practices were compliant with statutory regulations and Indian labor laws.

**Human Resources Generalist** | Global Tech Solutions | Bengaluru, Karnataka *September 2017 – December 2020*

* Collaborated with hiring managers to define job requirements and recruitment strategies.
* Served as a point of contact for employee queries and grievances, mediating conflicts.
* Assisted in identifying training needs and coordinating development programs.
* Processed payroll inputs and managed leave administration.
* Maintained accurate employee records and HR documentation.

**Education**

**Master of Business Administration in Human Resources (MBA in HR)** National University of Management | Bengaluru, Karnataka *2015 – 2017*

**Bachelor of Arts in Business Administration** City College of Arts & Commerce | Bengaluru, Karnataka *2012 – 2015*

**Skills**

* Talent Acquisition & Onboarding
* Employee Relations & Engagement
* Performance Management Support
* Compensation & Benefits Administration
* Indian Labor Law Compliance (e.g., EPF, ESI, Gratuity Act)
* HRIS Systems (familiarity)
* Excellent Communication (English, Hindi)
* Problem-Solving & Conflict Resolution
* MS Office Suite