**Sudhir\_HR\_20pc** sudhirHR20@gmail.com | +919845521621

**Summary**

Highly motivated and results-oriented HR professional with experience in various HR functions, seeking to leverage skills in a dynamic environment. Adept at fostering positive employee relations and contributing to organizational success.

**Experience**

**HR Executive** | Tech Solutions Inc. | Bengaluru, Karnataka *July 2020 – Present*

* Assisted with recruitment activities for various departments.
* Supported employee onboarding processes.
* Helped in organizing employee engagement events.
* Maintained HR records and assisted with data entry.
* Responded to general employee inquiries.

**HR Coordinator** | Global Innovations Ltd. | Bengaluru, Karnataka *August 2017 – June 2020*

* Coordinated interview schedules and candidate communications.
* Prepared basic HR reports.
* Assisted with payroll data collection.
* Supported the administration of employee benefits.
* Participated in general administrative tasks for the HR department.

**Education**

**Bachelor of Arts in Psychology** University of Mysore | Mysore, Karnataka *2014 – 2017*

**Skills**

* Employee Support
* Basic Recruitment
* HR Administration
* Data Management
* MS Office Suite
* Communication