

## KRISHNAMOORTHY C

Bangalore, Karnataka. | [LinkedIn](#)

+91 93605 42522 | krishnamba088@gmail.com

### Career Highlights:

Highly skilled HR professional with 4.8 years of comprehensive experience in human resources, encompassing expertise in employee relations, engagement, performance management, grievance handling, and payroll administration. Certified as a Human Resources Business Partner (HRBP), I am eager to leverage my diverse skill set and strategic HR acumen in pursuit of an HRBP or HR Officer role. Committed to driving organizational excellence through impactful HR strategies, fostering collaborative relationships, and delivering targeted solutions for sustainable growth and employee development within a dynamic and forward-thinking company.

### Experience:

#### You Look Great (YLG) – Bengaluru.

21/07/2023 – Present

##### HR Executive

- Spearheaded end-to-end recruitment processes, demonstrating proficiency in attracting top-tier candidates.
- Created compelling recruitment materials and strategically posted job openings on relevant job boards to optimize visibility.
- Leveraged databases and social media platforms to proactively source and identify potential candidates.
- Evaluated candidate's resumes, job applications, and interviews, assessing qualifications, skills, and cultural fit.
- Played a pivotal role in hiring front-end operators through diverse channels, including referrals, **LinkedIn**, **Boolean search**, **Google X-ray search**, Naukri, and Indeed.
- Successfully managed to join formalities and documentation, streamlining administrative processes.
- Collaborated with the training department to coordinate HR induction and facilitate employee training and development initiatives.

#### Trent Limited (Westside) – Bengaluru.

11/11/2019 – 20/07/2023

##### HR Officer

##### Recruitment:

- Orchestrated end-to-end recruitment processes, overseeing **10+ positions** across multiple departments.
- Crafted and disseminated job advertisements for various platforms **LinkedIn**, **Boolean search**, & **Google X-ray search**, optimizing recruitment channels across the south region with a **20% increase in applicant quality**.
- Advised and updated hiring managers regularly on recruitment status, facilitating informed hiring decisions for **40+ positions annually**.
- Collaborated closely with the hiring manager to assess needs and delivered strategic candidate recommendations resulting in a **10% increase in retention rates**.
- Negotiated job offers and streamlined onboarding processes to ensure seamless integration of new hires, resulting in a **15% reduction in onboarding time**.

##### HR Operations:

- Acted as South region SPOC for HR activities, overseeing HR operations for **47+ stores. Westside, UTSA, MISBUStore)**
- Managed the HR database and maintained data accuracy, achieving a **98% accuracy rate**, and implementing **3 system modifications** to improve efficiency.
- Directed comprehensive HR operations encompassing onboarding, offboarding, performance management, compliance, database management, payroll, and employee relations resulting in a **10% increase in operational efficiency**.

##### Employee Relations:

- Coordinated employee engagement and Rewards & recognition programs. Resulting in a **15% increase in employee satisfaction**.
- Prepared full and final settlement of resigned employees and exit interviews
- Engaged with employees regularly to understand the motivation levels of the store in a **5% increase in employee morale**.
- Collaborated with managers to identify and address employee issues resulting in a **20% decrease in employee grievances**.

**HR Assistant**

- Provided comprehensive administrative and HR support to the HR department.
- Onboarded new employees, including completing paperwork, conducting orientation, and assigning benefits.
- Processed payroll, including verifying timesheets, calculating deductions, and issuing paychecks.
- Maintained employee records, including updating contact information, tracking leave balances, and ensuring compliance with company policies.
- Assisted with employee relations, including resolving issues, conducting performance reviews, and handling employee terminations.
- Prepared and distributed HR reports and presentations.

**Key Skills:**

- Detail Oriented | Interpersonal skill | Conflict Management | Organization Skill | Talent Management | Employee Relations | Recruitment | Client Relations | Vendor Management | HRIS.

**Achievements & Awards:**

- Attained perfect **100% scores** in both external and internal **HR audits** across Q3 (2020), Q4 (2021), and Q3(2022).
- Led successful launch initiatives for **4 large-scale Westside stores** in Bengaluru and Chennai spearheaded the establishment of **3 UTSA** women's ethnic premium stores, and launched an **MISBU cosmetic store** in Bengaluru.
- Successfully launched **3 (YLG) stores** in Bengaluru, Karnataka.

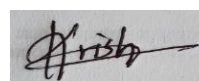
**Education:**

- **Master of Business Administration - MBA - HR & Marketing.** 2014 to 2016  
Bharathidasan School of Business.
- **Bachelor of Business Administration (BBA).** 2011 to 2014  
Kaamadhenu Arts & Science College.

**Certifications:**

- **Certified Human Resource Business Partner – (HRBP) – Dec – 2022.**
- **Certified Chat - GPT for HR June– 2023.**
- **Certified Conflict Management - October – 2023.**
- **Certified LinkedIn and IT Recruitment - November – 2023.**
- **Certified Naukri maestro recruiter – February – 2024.**

**Kind regards,**



**Krishnamoorthy C**