

Kiruthika V

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Results-Oriented Human Resource Executive with broad experience in all areas of HR including Performance management of business, policy development and benefits administration.
Directs projects that improves efficiency while meeting the deadlines and business requirements

Work Experience

Executive

Atria Convergence Technologies Ltd Bangalore - Bengaluru, Karnataka
June 2016 to October 2020

India

- Consistently delivered against monthly performance and productivity targets to aid consistent company profit growth.
- Assessed performed works for track functionality and performance to ensure exceptional quality standards.
- Monitored team productivity, consistently motivating and incentivising staff to achieve to project deadlines.
- Providing clerical and administrative support to staff of the Human Resources department.
- Collecting, sorting and distributing any incoming job applications.
- Maintaining employee personnel files.
- Monitoring the work of recruitment agencies.
- Writing up job descriptions.
- Coordinating activities between the company and outside parties.
- Developing employment related records.
- Coordinating holiday and sick pay.
- Making decisions in the absence of senior HR executives.
- Updating the HR calendar with important dates.
- Following up all human resource calendar activities.
- Directing and implementing training programs.
- Writing up human resources guidelines.
- Dealing with employee complaints and grievances.
- Ensuring the confidentiality of sensitive information.
- Organizing inductions and training for new employees.
- Updating employee records with holiday requests, payroll changes and any leave due to illness.
- Keeping bulletin boards up to date with current information.
- Handling new hire paperwork.
- Responding to letters, emails, and general correspondence.

Process Executive

Infosys BPO Ltd Bangalore - Bengaluru, Karnataka
November 2015 to May 2016

India

- Enhanced customer satisfaction ratings by resolving issues efficiently.
- Optimized revenue streams by consistently exceeding customer expectations.
- Assisted customers with product usage and troubleshooting issues.
- Provided information on company promotions and specials to customers.

Education

Bachelor of Engineering in Computer Science

Government engineering college - Mysore, Karnataka

2015

Bachelor's in Computer Science

NIE PU science college - Mysore, Karnataka

2010

SSLC in Certificate of Higher Education

Christ the king girls high school - Mysore, Karnataka

2008

Skills / IT Skills

- Microsoft office, ppt, excel