

# BHARATHI K

## Human Resource



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### CAREER OBJECTIVE

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People Operations professional specializing in onboarding experience, employee lifecycle coordination, and HR service delivery. Skilled in conducting HR orientations, supporting new joiners throughout probation, and collaborating with cross-functional teams to ensure smooth workplace integration. Experienced in HRIS data management, payroll input coordination, benefits and insurance support, and policy communication. Adept at preparing HR dashboards and workforce reports to support data-driven decision-making. Committed to building a positive, inclusive, and engaging employee experience aligned with organizational culture and business goals.

### PROFESSIONAL EXPERIENCE

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#### **Omnicom Global Solutions (Annalect India)**

Junior Associate - People Operations - People & Culture

03/2025 – Present  
Bangalore, India

- Lead end-to-end onboarding and induction, coordinating documentation, HRMS setup, access provisioning, and Day-1 orientation to ensure a smooth and engaging new-hire experience.
- Act as the primary point of contact for employees during onboarding and probation, addressing policy, payroll, leave, and workplace queries with clarity and consistency.
- Maintain and audit employee data in HRIS systems, ensuring accuracy, compliance, and readiness for workforce analytics and reporting needs.
- Manage insurance and benefits support, including coverage clarifications and claims coordination, ensuring employees receive timely guidance and service.
- Prepare and update HR dashboards, trackers, and MIS reports, improving data visibility for HRBPs and supporting informed people decisions.
- Plan and support employee engagement and culture-building activities that foster inclusion, collaboration, and organizational belonging.
- Identify gaps in onboarding workflows and HR processes, recommending and implementing improvements that enhanced overall employee experience and service delivery quality.

## Onwords Smart Solutions

HR Executive

01/2024 – 01/2025

Coimbatore, India

- Handled end-to-end HR Operations including onboarding, HR documentation, HRIS updates, employee records, policy communication, and lifecycle administration.
- Managed attendance, leave, payroll input preparation, and benefits coordination, ensuring accuracy, timeliness, and compliance.
- Supported employees throughout their lifecycle by addressing policy, workplace, and HR-related queries, promoting a positive employee experience.
- Coordinated confirmations, role changes, and separation processes, including exit documentation and full-and-final settlement support.
- Organized employee engagement and culture-building initiatives to drive collaboration, motivation, and workplace belonging.
- Created and maintained HR trackers, reports, and dashboards to support workforce planning, audit readiness, and data-driven decision-making.

## EDUCATION

### Master of Business Administration

2022 – 2024

Business Analytics & Finance

Coimbatore, India

Hindusthan College of Arts and Science

### Bachelor of Business Administration

2019 – 2022

Periyar Maniammai Institute of Science and Technology

Thanjavur, India

## SKILLS

- People Operations
- Employee Relations & Support
- Employee Engagement & Culture Building
- Cross-Functional Stakeholder Coordination
- Payroll Input & Attendance Management
- Employee Onboarding & Induction
- Policy Communication & HR Service Delivery
- HRIS / HRMS Data Management
- MIS Dashboards & Workforce Reporting
- Advanced MS Excel (Reports, Macros, Automation)
- Employee Lifecycle Management
- Benefits & Insurance Administration
- HR Documentation & Compliance
- Power BI (HR Reporting)
- Problem-Solving & Interpersonal Communication

## PROJECTS

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### **Business Intelligence and Impact on Quality of Decision Making.**

06/2023 – 11/2023

This Study was done in employees who are actively using Business Intelligence System and are engaging in the decision-making process in the organization.

## CERTIFICATES

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### **Human Resources: Using Metrics to Drive HR**

Strategy 

LinkedIn Learning (NASBA Accredited)

### **Global Immersion Program**

Knowskills TVET University

Malaysia 2023

### **HR Leadership**

LinkedIn Learning (HRCI Credit Eligible)

### **Administrative Human Resources**

LinkedIn Learning (SHRM PDC Eligible)

### **Human Resources: Payroll**

LinkedIn Learning (SHRM PDC Eligible)

### **Creating a Great Onboarding Experience**

LinkedIn Learning (HRCI Credit Eligible)

### **Leveraging Agentic AI in HR**

LinkedIn Learning (HRCI Credit Eligible)

### **Foundations of Diversity, Equity, Inclusion & Belonging**

LinkedIn Learning

### **Creating a Culture That Inspires Your Employees**

LinkedIn Learning (HRCI Credit Eligible)

### **Diversity Recruiting**

LinkedIn Learning (PMI Credit Eligible)

### **NCC Certificate Holder**

Ministry of Defence

### **HR Communication in Fluid Workplace**

LinkedIn Learning (SHRM PDC Eligible)

### **Google Analytics**

Google 2023

### **Data Analysis with Python**

IBM 2024

### **Marketing Analytics**

NPTEL 2024

### **Generative AI for Business Leaders**

LinkedIn Learning (NASBA Accredited)