

KRIPA A

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DoB: 25/11/1979
Availability to join: Immediate

OBJECTIVE

To find a challenging position that offers me immense opportunities to explore and outshine while accomplishing personal as well as organizational goals.

BRIEF OVERVIEW

- I am a HR a result-driven professional who has **9 years'** experience in HR of which **2+ years** is in HR Ops, **7+ years** in end-to-end Recruitments for IT industry, looking for a job in HR Recruitment/Ops.
- Experience in end-to-end recruitment cycle right from sourcing to BGV initiation.
- Extensive experience in recruiting across levels.
- Experience in rolling out offers & initiating BGV.
- Experience in ATS tools.
- Good individual contributor and flexible team player.
- Excellent interpersonal and customer relationship management skills.
- Data Mining & extract information through extensive research via internet.
- Demonstrated ability to interact effectively, responsively to client and candidates' needs.
- Developed and maintained various reports, logs and spreadsheets in relation to performance, staffing and training.
- Strong work ethics and willingness to assist team members.
- Quick learner and self-starter.
- Flexibility of working on different platforms and good flare for learning new technologies.

- Excellent written, verbal and inter-personal communication skills.
- Ability to manage time and prioritize tasks.

Experience snapshot

- Company Name: PeopleStrong Technologies Private Limited, Bangalore (RPO at SKF)
Designation : Recruitment & Ops Specialist
Period : Nov 2021 – Jun 2022
- Company Name: KPMG Global Services Private Limited, Bangalore
Designation : Senior Executive (HR Operations)
Period : November 2018 – November 2020
- Company Name: Bob Tech Solutions Private Ltd
Designation : Sr. Recruiter & Business Analyst roles
Period : February 2014 – April 2018
- Company Name : Embeete Consultancy Services
Designation : Sr. Recruiter
Period : December 2012 – January 2014
- Company Name : iQuest
Designation : HR Executive
Period : April 2011 – April 2012
- Company Name : July Systems Private Limited
Designation : Associate
Period : Nov 2005 – Nov 2009
- Company Name : Globus Stores Private Limited
Designation : Customer Care Executive
Period : Oct 2004 – Nov 2005

Job Profile as HR Operations

HR Operations:

As a part of HR Operations the responsibilities used to be as below:

- Release offers on Taleo for selected candidates across business units as per the request sent by recruiters in the respective formats within the given TAT
- Refer back the offer in case the details provided are not sufficient and pick the case back once the required information is furnished
- Been a part of induction process for document collection and form filling

- Initiating BGV's on a separate tool called KCheck and regular follow up's for document upload through calls & emails
- Calling candidates asking them to upload documents for BGV on the link sent and acting as a SPOC for all queries of candidates
- Downloading offer letters from Taleo to be handed over to employees

Job Profile as a Recruiter

- Handled end to end recruitment process as **Senior Technical Recruiter**.
- Working on the super niche, niche and generic Technical Recruitment.
- Sourcing profiles from various recruiting channels like - job portals, employee referrals, social networking, IJP's etc.
- As a RPO at SKF, take intake meeting once an opening arises with the Hiring Manager in order to understand the position in depth, post jobs on various portals, assign positions to sourcers, source profiles.
- Screening of the profiles sent by the team members.
- Schedule interviews as and when feedback is received from Hiring Managers, co-ordinate with the panel for next level of interviews until closure.
- Once the candidate is selected, roll out LOI which speaks about the salary break up and roll out offer letter once the candidate accepts the LOI after final negotiation.
- Initiate background verification once the candidate accepts offer.
- Regular follow ups with offered candidate till onboarding.
- Proactively maintain an effective resource database management system to close the manpower requirement with the minimum time.
- Built and maintained healthy relationships with candidates, team members, managers.
- Conducting and coordinating walk-ins and weekend drives.
- Building and maintaining relationships with candidates on a continual basis through a high volume of phone calls, e-mails.
- Interact with the placed candidates to ensure whether they are comfortable with the new job.
- Negotiated salaries, checked references, presented verbal offers of employment to selected candidates.
- Established and maintained professional relationships with candidates.
- Maintaining tracker of open demands and list of positions closed against each of them on daily basis.

Job Profile as Business Analyst - Recruitments

- Understand the business needs and mine data accordingly across sectors as required.
- Market Intelligence/Data mining has been my primary role as a BA.

- I have been into business development, lead generation, for recruitment industry as well.
- Generated clients for the company.
- Identify target companies.
- Understand the business of companies and sharing the understanding with management, which would result in further business.
- Analyzing company details which would sync with our offerings.
- It will involve targeted research in terms of service offerings/Industry/geography.
- Generating contacts through social networking tools like LinkedIn.
- Conducting cold calls & email campaigns to generate leads and working to convert them into opportunities.
- Experience in web research.
- A good team player, positive attitude & a will to learn.
- Good communication and interpersonal skills.
- Been a part of USIIF, and coordinated various activities and events associated with it.
- Actively supported USIIF.
- Maintaining a database for future reference.

Job Profile as a Customer Care

Managing and Co-ordinating Customer Relations, MIS reports, Team Management, Satisfaction Surveys and e-mail support

Professional Training at HR House

April 2012– May 2012

Completed the corporate practical oriented training with hands on experience in HR /Generalist areas covering –Core HR Domain Areas, Manpower Planning, Recruitment Process Training & Development, Policy Implementation, Compensation & benefits.

MIS Reports & Advanced Excel Reports, PMS & GD, SWOT Analysis, Competency Mapping, ER Management, Labour Laws, P.F., E.S.I & P.T, Payroll Processing, Income Tax, Tax Planning for Employees, and TDS on other payments.

Computer Skills

Good working knowledge in Word, Excel, Powerpoint, and advanced excel reports i.e. pivot table, goal seek, auto filters, vlook up, splits and freeze panes which is used to prepare MIS reports.

Working knowledge of Payroll Software.

EDUCATION

Post Graduate Diploma in Business Administration (HR)
(Symbiosis Centre for Distance Learning, Pune - 2010) – First Class

MBA in Agri Business Management
(Mysore University - 2003) - First Class

INTERESTS/ACTIVITIES

Reading, Technology, Music

LANGUAGES

Fluent in English, Hindi and Kannada