

Akruthi R

Mobile: 9108031822, 8310571700

Mail: akruthir1991@gmail.com, akruthig91@gmail.com

CORE COMPETENCIES

- Manpower planning & Recruitment
- New Systems & HR policies
- Talent Management
- Performance Management
- Employee Interaction, Employee engagement & Employee Motivation
- Outsource Employee Management
- HR analysis & action planning (Reports, Reviews)
- Exit Management (Exit Interviews, analysis & Action planning implementation)
- Disciplinary proceedings
- Implementation of Best practices & HR

Professional Profile

- ✓ A dynamic professional with 8+ years of experience in Various Human resource, Personnel & Administration functions. Worked in all three verticals i.e., Talent Acquisition, Talent Management, and Talent Engagement & got hands-on experience in Administration.
- ✓ Adept at people management, maintaining healthy employee relations, and handling employee grievances thus creating an amicable & transparent environment. Create forums and facilitate interactions between the employees & the management on a regular basis.
- ✓ Ability to influence others' thinking, gain cooperation and win support for desired outcomes.
- ✓ Seasoned Recruiter/ Recruitment professional motivated by challenges, obstacles, and success. Highly skilled in people management with strong verbal and written communication skills and with a proven track record. Ability to effectively influence, motivate and build strong professional relationships.

CAREER SUMMARY- Starting from Current Organization

- **Currently working with Apar Technologies(APAC ,India&US) as Associate Team Lead from Jan 2023 to till date.**
- **Worked with Rapsys Technologies PTE LTD as AVP – Delivery from Dec 2018 to Dec 2022 (APAC Regions) – Reporting to the CEO.**
- **Worked with Share Khan by BNP Paribas as Executive – HR from April 2017 to Nov 2018**
- **Worked with Ajara InfoTech Ltd as Assistant Manager – HR from Oct 2016 to April 2017**
- **Worked with Sparsh Hospital – Bangalore (NABH Accredited) as Executive – HR (unit HR) from 27th Jan 2016 to Sep 2016**
- **Worked with Tritium Consulting Private Limited, As a Senior Recruiter -HR, from Dec 2014 to Dec 2015.**
- **Worked with Chandra associates, as an HR Assistant, from March 2014 to Dec 2014.**

ACADEMIC & PROFESSIONAL CREDENTIALS

- **MBA-HR from VTU 2014**
- **BBM– HR from Bangalore University 2012**

Overall KEY DELIVERABLES- (Handled So Far)

Talent Acquisition

- Ensuring all audit-related documents completion before sourcing for the vacant position
- Ensuring recruitment costs are within budget.
- Ensuring recruitment within defined TAT & best fit for the position.
- To consult with the management team in terms of budgeted positions, adequate coverage of staffing needs, and recommendation of the right candidates.
-
- Ensuring recruitment is as per the defined organization structure and in line with the business requirement.
- Works towards making a talent pool based on the business unit inputs, thereby ensuring a diverse group of quality applicants to meet the functional manager and business unit needs.
- Develops and maintains an effective recruiting network and relationships with potential candidates, other circle HR recruitment managers, and consultants.
- Ensure effective coordination for a functional round of interviews and obtains feedback from interviewers.
- Handling salary negotiations with candidates and preparation of compensation structure as per Compensation & Recruitment guidelines.
- Facilitating organizing Induction programs for New Hires.
- Facilitating day one activity i.e., completion of joining formalities, allocation of workstation, issuance of ID card, Laptop/ desktop, stationery, SIM issuance, Policies and processes brief, etc.
- As a Global Talent Acquisition Specialist responsible for overall IT / digital recruitment service delivery from sourcing of resume to delivery to the client in global geography.
- Responsible for arranging recruitment and resourcing process, which includes advert writing, posting of adverts on both corporate and external websites, screening of candidates, scheduling & invitation of shortlisted candidates for interview, and other necessary coordination.
- Managing internal recruitment, delivering on-site end-to-end recruitment services across Singapore, Malaysia. Overseeing the hiring process from inception to completion.
- Full-cycle recruitment with experience in tech and start-up recruiting. I specialize in Talent Acquisition for top product-based start-ups.
- Deep background in recruitment, analytics, digital marketing, social media, product and user experience, and consumer insights.
- Strong communication skills with the ability to interact and influence internal stakeholders.

- Soliciting client companies and developing a good understanding of their industry needs. Identify suitable candidates to be matched to the client's available vacancies. Hands-on in End-to-End Recruitment from Sourcing until closure.
- Hands-on in hunting niche / hard-to-hire skills in the market. Review candidates' applications, manage interviews, and create a shortlist of candidates for clients. Prepare candidates' curriculum vitae to be reviewed by the client.
- Coordinate between clients and candidates to arrange for interviews, conduct reference checks on candidates, negotiate for enticing remuneration packages, and perform other duties to facilitate successful placements.
- Dealing day-to-day with multiple giant Singapore IT companies like SingTel, NCS, China Telecom, NTT DATA, Dell, EMC, FPT, Ceridian, Sea group, Cognizant, Capgemini, etc.
- Regions Worked: APAC (Asia Pacific), SEA, MENA, UAE/Dubai, SACA, Middle East and USA/Canada, etc. Portals Used: Monster, CareerBuilder, Dice, Bayt, NaukriGulf/ Naukri, Dice etc. ATS: BullHorn, JobsDB, Jobs bank etc.
 - Finding, recruiting, hiring, and retaining talented candidates
 - Planning, developing, and implementing a new and productive Talent Acquisition strategy for our company.
 - Provide innovative, scalable solutions to drive the recruitment team to meet business objectives.
 - Design customized and executable staffing plans while building relationships with the recruitment team and client.
 - Create innovative sourcing strategies and ensure a high-touch candidate experience.
 - Facilitate and lead meetings and key initiatives and projects with recruiting team and client.
 - Provide mentorship, guidance, and career development to members of the recruitment team.
 - Establish and maintain meaningful relationships with management and key cross-functional stakeholders internally.
 - Compile & analyse data and metrics to support business decisions and plans as necessary.

Talent Management

- Run awareness programs and initiatives to keep the employees aware of the existing HR policies and the changes that are incorporated.
- Assisting managers and employees in understanding and applying HR tools in order to maximize employee performance, achieve organizational effectiveness, improve employee engagement, and ensure legal compliance and effective implementation of policies, procedures & processes.
- Attendance, Leave & Payroll Management- Monitor the entire payroll process. Also responsible for all kinds of employee benefits schemes.

- Responsible for Employee Relocation & Transfer benefits finalization as per entitlement.
- Timely Statutory compliance concerning the human resources administration function.
- Responsible for *Policies and Processes* updations and implementation to upgrade employee satisfaction in conjunction with ethics, code of conduct, welfare facilities, etc.
- Ensures that the HR reports and MIS are in place, which encompasses the master data of all employees, HRIS report, Recruitment monitoring sheet, Performance Ratings, recruitment cost analysis, KRAs Dashboards, analysis, etc.
- Responsible for all HR Reviews.
- Responsible for All Internal and External Audits.
- Drive HR initiatives that support business objectives.
- Manage employee expectations and resolve grievances as and when required.
- Exit Management including Exit Interviews and finalization of Full and Final Settlement of separated employees Involvement in the exit interviews with the employee leaving trying to counsel him, retain him, and understand the reasons for leaving. Conducting attrition analysis and working on attrition root causes and action plans. Also handling Refer to HR cases.
- Implement, administer, and facilitate the Performance Management system.

Talent Engagement

- Implemented HR helpdesk through e-mail for resolution of employee queries and preparation related to Employee satisfaction.
- Suggested and organized various motivational programs like the “Reward and Recognition program” i.e., giving monthly Awards, On-spot Incentives, Appreciation letters, certificates, Gift Coupons, etc.
- Started birthday bash celebrations in different ways to increase employee participation.
- **Fun at work identifying** & utilizing the creative talent of the employees, Celebration of Festivals.
- Offsite- To arrange Executive offsite to increase Teamwork and engagement in the organization.

Administration

- ❖ Developed control measures for absenteeism control.
- ❖ Controlling wages & salary management.

Technical skills

- ❖ Operating Systems: Windows XP & 7,8,10.
- ❖ MS Office, Interactive Presentations.
- ❖ Advanced MS Excel, power point, V look up.

Additional Certificate/Training/Cultural activities:

- ❖ Participated in several inter-college Competitions and won prizes.
- ❖ State-level volleyball player.
- ❖ Gave many classical dance programs and participated in many events.
- ❖ Coco player, and athlete and won a prize.
- ❖ NHRD MEMBER
- ❖ Coordinator for a panel discussion and psychometric santé.
- ❖ Entrepreneurship course at Maryland University
- ❖ **Top Performer in Rapsys – Dec 2019**
- ❖ **Recognition for ongoing commitment and Dedicated Service – Rapsys Technologies 2021.**
- ❖ Talent Management from IHRD
- ❖ Natya Mayuri National Award from National Classical Dance Academy
- ❖ **Recognition for ongoing commitment and Dedicated Service – Dec 2021 Rapsys**

Personal Details

Hobbies: Listening to Music and Dancing.

Date of Birth: 13th April 1991

Mother Name: Gangamma

Father Name: Ramakrishna K

Address: Nagarbhavi Bangalore.