



# Riddhi Kurtarkar

## Human Resource Executive



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[LinkedIn](#)



Mumbai

Results-driven HR professional with extensive experience in Talent Acquisition, HR Operations, Payroll, and HRIS (Keka) Management. Skilled in leading end-to-end recruitment across diverse domains, driving employee engagement, and implementing ISO-compliant HR processes. Known for optimizing workflows, enhancing organizational culture, and aligning people strategies with business objectives to deliver operational excellence and a superior employee experience.

### Education

- S.S. Dempo College of Commerce & Economics, Cujira, Panjim-Goa | Bachelor of Business Administration (BBA) | 2019 – 2022
- Shree Damodar Higher Secondary School of Science, Comba, Margao-Goa | Higher Secondary School Certificate (HSSC) | 2017 – 2019
- Fatima Convent High School, Margao-Goa | Secondary School Certificate (SSC) | 2017

### Languages

- English
- Hindi
- Marathi
- Konkani
- French

### Soft Skills & Tools

- MS Office Suite: Word, Excel, PowerPoint, Outlook
- Google Workspace: Google Sheets, Google Docs, Google Slides, Gmail, Google Calendar
- HRIS & Payroll: Keka (Core HR, Attendance, Leave, Performance, Payroll, Reporting)
- Recruitment Platforms: Naukri Resdex, LinkedIn Recruiter, Indeed, Apna, WellFound, other job portals
- Design & Creativity Tools: Canva, Figma
- Collaboration & Communication Tools: Zoom, Microsoft Teams, Slack
- Talent Acquisition & Recruitment
- HR Operations & Administration
- Payroll Management
- HRIS (Keka) Implementation & Optimization
- Employee Engagement & Retention
- Onboarding & Induction
- Policy Design & Implementation
- Client & Vendor Management
- Communication & Leadership
- Problem Solving & Creativity
- Teamwork & Collaboration

### Internship

- Worked as intern at Marksans Pharma Limited, for 4 weeks - Verna, Goa
- Worked as Human Resource trainee at IFORTIS Worldwide, for 4 weeks - Remote

### Experience

#### Human Resources Executive at InBetween Software Development Pvt Ltd - Panjim, Goa Jul 2024 - Present

- Handled end-to-end HR Operations including Talent Acquisition, HR Administration, HRIS (Keka), Payroll, Employee Engagement, Performance Management, and ISO Documentation, ensuring process efficiency and compliance.
- Led full-cycle recruitment for technical and niche roles using LinkedIn, Naukri, Indeed, WellFound, vendor networks, and employee referrals, improving hiring TAT and candidate experience.
- Configured, optimized, and maintained Keka HRIS (Core HR, Attendance, Leave, Performance, Guest House, Reporting); delivered user onboarding/training, resolved workflow issues, and ensured data accuracy for HR analytics.
- Managed Payroll & Statutory Compliance including attendance validation, leave reconciliation, reimbursements, F&F settlements, PF, ESIC, challans, and statutory documentation, ensuring timely and error-free payroll.
- Designed and executed Employee Engagement & Culture Initiatives such as monthly calendars, festival events, awareness drives, and team-building activities, improving morale and retention.
- Administered Rewards & Recognition (R&R) programs with clear eligibility and evaluation criteria to foster performance and motivation.

## Experience

- Facilitated Scrum meetings for Shared Services and the HR team to ensure transparency in work progress, prioritize tasks efficiently, and drive timely execution across activities.
- Supported Performance Management by coordinating KRA/goal setting, evaluation cycles, feedback documentation, and promoting a continuous performance culture.
- Maintained ISO 9001:2015-compliant SOPs, onboarding kits, audit checklists, and documentation, ensuring audit readiness and quality standards adherence.
- Developed HR MIS & Analytics Reports covering headcount, attrition, recruitment funnel, attendance analytics, L&D participation, and engagement metrics for management decision-making.
- Oversaw Facility & Guest House Administration including vendor coordination, maintenance monitoring, housekeeping, travel support, and accommodation logistics.
- Handled Vendor Management, Asset Tracking, Employee Verification, Policy Implementation, and adherence to company and statutory compliance requirements.
- Drove HR Digital Transformation by streamlining and automating workflows, reducing manual intervention, and enhancing employee experience and operational productivity.

### **Human Resource & Recruiter at PLOPDO LLP - Panjim, Goa [Discoveries Quintessential Private Limited]**

***Aug 2022 - March 2024***

- **Recruitment & Talent Acquisition:** Served as a Human Resources Recruiter within the HR department, managing end-to-end recruitment for non-technical and semi-technical roles across diverse industries such as edtech, fintech, broking, manufacturing, and IT services.
- Successfully closed positions including Performance Marketing Manager, Growth Specialist, Sales Manager, Product Marketing Manager, Key Account Manager, Video Editor, Graphic Designer, Field Sales Executive, Digital Marketing Executive, Business Development Executive, SDET, QA, Equity Advisor, Automation Tester, and more.
- Effectively filled semi-technical roles such as Bridge Design Engineers and Packaging Designers.
- Coordinated with candidates to ensure a seamless recruitment and onboarding experience.
- Proficient in leveraging major job portals such as LinkedIn, Naukri, Indeed, and Apna for sourcing top talent.
- **Onboarding & Induction:** Managed comprehensive onboarding and induction programs to ensure smooth integration of new hires and promote a positive work culture.
- Drafted clear and professional offer letters reflecting organizational values and attention to detail.
- **Employee Engagement & Communication:** Led employee engagement initiatives and organized festive and cultural activities to foster a positive and inclusive workplace environment.
- Developed and implemented a comprehensive music policy aimed at enhancing workplace morale and employee satisfaction.
- Facilitated daily stand-up meetings to improve communication and team alignment.
- **Operations & Administration:** Managed attendance tracking, responded promptly to leave and work-from-home requests, and ensured consistent HR policy application.
- Designed and implemented comprehensive leave policies, optimizing workflows and improving operational efficiency.
- Oversaw GST filing, documentation, and general administrative tasks with high accuracy.
- Maintained meticulous internal documentation and contributed to the formulation and implementation of new HR strategies.
- **Strategic HR Initiatives:** Spearheaded initiatives focused on employee engagement, operational optimization, and HR process improvement to align with organizational goals.