

SHARANYA KARTHIK

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Professional Summary

Motivated and detail-oriented HR professional with over 4 years of comprehensive experience in HR operations, recruitment, employee engagement, payroll, and compliance. Eager to contribute to organizational success by taking on a dynamic HR Generalist or Executive role, supporting talent development and driving HR initiatives aligned with business goals.

Core Competencies –

- Talent Acquisition & Recruitment Analytics
- Employee Engagement & Culture Development
- Performance Management & Capability Building
- Organizational Development & Change Management
- Compensation & Benefits Administration
- Policy Formulation & Legal Compliance
- Conflict Resolution & Employee Relations
- HRIS Implementation & Data-Driven HR
- Leadership Development & Stakeholder Communication

HR Executive- *Intelegain Technologies Pvt Ltd* - [Navi Mumbai], India (Oct2024 – May2025)

- Created and maintained a comprehensive employee database, ensuring accurate HRIS records and streamlining reporting for audits and compliance.
- Led HR policy implementation and supported policy reviews, ensuring alignment with legal regulations and internal corporate standards.
- Coordinated internal job postings, managed internal transfers, and supported succession planning initiatives to aid in career progression.
- Supported compensation reviews and benefits administration by providing timely payroll inputs and managing statutory compliance activities.
- Conducted regular employee feedback surveys and acted on insights to strengthen engagement, inclusion, and workplace satisfaction.
- Assisted in planning and executing change management communications and activities during transitions or organizational restructuring.
- Facilitated continuous learning initiatives and tracked employee participation in professional development programs and skills workshops.
- Leveraged HR technology tools for automating routine HR operations, improving efficiency in recruitment, onboarding, and attendance management.
- Maintained up-to-date knowledge on labor laws and best practices to anticipate HR risks and

HR Executive-*Nebulaa IT Solutions*- [Navi Mumbai], (June -2023 – Sept-2024)

- Managed end-to-end recruitment for IT, including sourcing, screening, scheduling, and onboarding.
- Maintained HR records and handled employee documentation including offer letters, confirmation letters, and exit formalities.
- Coordinated payroll inputs and liaised with the finance department for timely salary disbursements.

- Ensured statutory compliance including PF, ESIC, and professional tax submissions.
- Handled grievance redressal and resolved employee queries effectively.
- Organized employee engagement activities, internal trainings, and performance review cycles.
- Maintained Zoho and updated employee database regularly.

Human Resources Executive- Hadwise Technologies Pvt Ltd – [Navi Mumbai], (Sept-2020 to July 2022)

- Managed end-to-end HR operations including onboarding, documentation, and induction.
- Oversaw attendance, leave tracking, and coordinated payroll with finance.
- Resolved employee concerns and contributed to a positive work culture.
- Conducted employee engagement activities and supported performance appraisal.
- Ensured compliance with HR policies and statutory regulations.
- Handled full-cycle recruitment for IT and non-IT roles.
- Partnered with department heads to fulfil staffing needs.
- Maintained recruitment dashboards and managed job postings.
- Facilitated background checks, record-keeping, and offboarding.
- Assisted in drafting HR policies, letters, and internal communications.

HR Recruiter- Nexify Business Solutions Pvt Ltd – [Navi Mumbai], (Nov-2019 to Sep 2020)

- Handled full-cycle recruitment for IT and Non-IT roles, including sourcing, screening, interviewing, and onboarding candidates.
- Published job postings across various job portals, professional networks, and social media platforms to attract a diverse talent pool.
- Conducted initial HR interviews to assess candidate fit, salary expectations, and notice period.
- Coordinated with hiring managers to understand role requirements and ensure alignment of recruitment strategies with business needs.
- Maintained recruitment trackers, generated daily/weekly reports.
- Built and maintained a strong candidate pipeline for critical and recurring roles.
- Ensured timely communication and follow-ups with candidates throughout the hiring process.
- Negotiated salary offers and coordinated pre-joining formalities.
- Supported employer branding initiatives and referral drives to increase candidate engagement.

Speech-Language Pathologist - Paul Brand Special Education- Chennai

Part time (2012-2018) Full Time (*June 2018 – April 2019*)

- Assessed speech, language, cognitive-communication, and swallowing disorders in children and adults.
- Designed and implemented individualized treatment plans tailored to client needs.
- Assisted clients in improving articulation, fluency, voice modulation, and language comprehension.
- Treated speech-related conditions such as stuttering, articulation disorders, and speech delays.
- Worked with clients affected by autism, stroke, and traumatic brain injuries.
- Educated and guided families and caregivers to support ongoing therapy at home.

Project Assistant Intern -World Vision India- Chennai (*January 2018 – June 2018*)

- Prepared baseline reports and analysed survey data to support project planning and evaluation.
- Drafted proposals on adolescent health issues in Khurai Block, Sagar District, Madhya Pradesh.
- Developed tools and guidelines focusing on food security and nutrition.
- Conducted statistical analyses and literature reviews to inform project strategies.
- Participated in field visits, designed structured questionnaires, and engaged with diverse community groups.
- Created and utilized qualitative research tools, including Focus Group Discussions (FGDs) and Key Informant Interviews (KII).
- Managed data entry and improved research methodologies and information sourcing techniques.
- Conducted on-site assessments to evaluate health awareness and menstrual hygiene among unmarried adolescent girls in rural Madhya Pradesh.

SKILLS:

ZOHO People, ZOHO Recruitment, Microsoft (PowerPoint, Excel)

EDUCATION DETAILS:

Master's Degree:

- **MBA-** (Master's in Business Administration) Human Resource Management SRM IST, Chennai -2022
- **MPH -** (Master of Public Health) With A Specialization in Health Management, SRM IST, Chennai- 2018
- **BASLP -** (Bachelor of Audiology and Speech Language Pathologist), SRM IST, Chennai - 2016
- **HSC:** Sri Rao Bahadur A.K.D. Dharma Raja Girls Higher Secondary School, Rajapalayam - 2011
- **SSC:** Sri Rao Bahadur A.K.D. Dharma Raja Girls Higher Secondary School, Rajapalayam- 2009

PERSONAL DETAILS:

Address:

Plot No-17, Safal Cosmopolitan,
B-3,701 Sector 19A Nerul, Navi Mumbai,
Maharashtra 400706.

Date of Birth: 15 June 1994,

Marital Status: Married,

Languages Known: Tamil, English, Hindi.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my Knowledge.