




# Bharath R S

+91 9074068737    [bharathrs905@gmail.com](mailto:bharathrs905@gmail.com)    Kollam - 691334  
 [www.linkedin.com/in/bharath-rs-6167b02bb](https://www.linkedin.com/in/bharath-rs-6167b02bb)

---

## PROFESSIONAL SUMMARY

MBA graduate with a specialization in Human Resource Management, eager to begin a career in HR. Strong interest in employee engagement, recruitment, and HR operations. Committed to learning and contributing effectively to organizational growth.

---

## EXPERIENCE

### Jr. HR Executive

May 2025 - Present

#### BNKHUB Finserv Pvt. Ltd.

- Managed the first level of recruitment including candidate sourcing, screening, and initial assessments.
- Executed employee onboarding processes efficiently through HRMS software, ensuring seamless integration of new hires.
- Handled payslip editing and payroll support, maintaining accuracy and timely distribution.
- Coordinated and scheduled interviews, maintaining clear communication with candidates and panel members.
- Maintained comprehensive employee documentation, ensuring compliance and easy retrieval.
- Oversaw daily attendance monitoring and reporting, resolving discrepancies promptly.
- Maintained inventory records and supported documentation related to office supplies and assets.
- Assisted in day-to-day administrative processes, ensuring smooth HR and office operations.

### HR Intern

May 2024 - July 2024

#### Muthoot Capital Service Ltd.

- Assisted HR operations by sourcing candidates and scheduling interviews across departments.
- Managed ID card dispatch.
- Digitized employee records and updated data in HRMS software for efficient record-keeping.
- Ensured accurate documentation and maintained smooth coordination within the HR team.

## EDUCATION

APJ Abdul Kalam Technological University,

2023-2025

Sree Narayana Guru Institute of Science and Technologies, North Paravoor,

Master Of Business Administration.

---

## PROJECTS

### ○ A study to examine the impact of remote work on work life balance among IT professionals

This study investigates how remote work influences productivity and employee well-being to understand its role in promoting a healthier balance between personal and professional life among IT professionals.

---

## SKILLS

### Technical Skills :

- Microsoft Office (Excel, Word, PowerPoint )

### Soft Skills :

- Human resource
  - Recruitment
  - Employee engagement
  - Communication skill
  - Leadership
  - Initiative
- 

## CERTIFICATION

NPTEL Online Certification in Entrepreneurship Essential

---

## LANGUAGES

Malayalam - Native

English - Proficient

Tamil - Intermediate