

Shruti Harikant

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Objective

Looking forward for an opportunity in a challenging environment, where I can utilize skills and experience in an organization that offers professional growth while being resourceful, innovative and flexible which will add value to HR Operations, through which I can be an added as pillar for the organization.

Educational Qualification

- B.E in Information Science and Engineering from Acharya Institute of Technology, Bangalore in the year of 2012 with aggregate of 65%.
- 12th from Govt Pre-university College Passed in the year 2008 with Aggregate of 54%.
- SSLC from St.Michael's convent high school Karwar Passed in the year 2006 with Aggregate of 80%.

Career Summary

- Worked as Academic counselor/HR Admin in Jain College Bangalore from April 2019 to July 2019.
- Worked as HR Admin in NMIMS Bangalore from May 2018 to Dec 2018.
- Worked as part time trainer at Excel Education Institute, Koramangala 7th Block from Oct 2017 to April 2018
- Worked as a lecturer in CSE Department in Sanjay Ghodawat Institutions, Kolhapur from 2013 Dec to April 2017.

Professional Summary

Recruitment:

- Responsible for Recruitment, Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates.
- Obtain the requirements and skill sets details from the concerned department and make out particulars about the mode of recruitment.
- Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews
- Controlling Induction activities; ensuring fulfillment of joining formalities of the candidates.
- Briefing the new joiners about policies and procedures, leave policies, ensuring the completion of joining formalities (Issue Offer Letter / Appointment Letter, collection of required documents etc...)

Skill Sets

Operating Systems	Windows 7, Windows 10
Documentation Tools	MS Office
Payroll Software	Pay book

Strengths

- Good Communication Skill.
- Smart, Dynamic & Challenging To Play A Positive Role In a Challenging Environment.
- Sincere & Hardworking.
- Adaptive & Flexible.
- Active listener

PERSONAL INFORMATION:

Name : Shruti Harikant
Date of Birth : 03rd June 1990
Gender : Female
Marital Status : Married
Year of Passing : 2012
Nationality : Indian

I hereby declare that the above furnished details are true to the best of my knowledge.

Date:

Location: Bangalore

Shruti Harikant