

Shruthi

Human Resource Executive

Targeting **Human Resource Executive** roles with an organization of high repute with a scope of improving knowledge and further career growth.

Contact



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Academic Details

- **MSW - HR**
SDM PG CENTRE, Ujire;
CGPA: 8.5
(PASSOUT-2023)

Soft Skills

Communication | Leader | Adaptable

Technical Skills

- **Programming Languages:**
JavaScript, C, C++

Core Competencies

Recruitment and Talent Acquisition



Onboarding



Employee Relations



HR Compliance and Legal Knowledge



Training and Development



Personal Details

Date of Birth: 27th April 2000

Languages Known: English, Kannada and Hindi

Address: Kokkada, Dakshina Kannada, Karnataka.

Profile Summary

- A detail-oriented professional and Human Resource Executive in the Manufacturing industry.
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively across all levels of the organization, building relationships and driving HR initiatives forward.
- Strong understanding of HR policies, labor laws, and compliance requirements, ensuring organizational practices align with legal and ethical standards.
- Skilled in employee relations, conflict resolution, and performance management, adept at handling sensitive issues with professionalism and discretion to maintain a positive work environment.
- Proficient in designing and delivering comprehensive training and development programs to enhance employee skills and performance, fostering a culture of continuous learning and growth.
- Proactive in staying abreast of industry trends and best practices, continuously seeking opportunities to optimize HR processes and contribute to organizational success.

Work Experience

Human Resource Executive

BOSCH, Bangalore

September 2023 – Till

Responsibilities:

- Training and Development
- Contract Labor Management
- Statutory compliances - (ESI, PF, PT and FACTORIES ACT) – Monthly returns under ESI, EPF & PT
- HR Policies and procedures - Introduce HR policies and implementing.
- General Administration - Administering the Housekeeping, security, contract employees, monitoring the Gardening and canteen.

Achievements:

- Had participated in the "Three-day workshop" on the theme "Yoga for Wellness and Healing" to celebrate "International Day of Yoga".
- Participated in interdepartmental competitions and represented the HR Department.

Academic Projects

"A Study on impact of Health and Safety culture within the organization".

Tools: Questionnaire, Research Books and Magazines.

Project-description

This project examines the influence of Health and Safety culture within organization, focusing on its impact on employee well-being and organizational performance. Through comprehensive research methods including survey, the study evaluates the correlation between a robust Health and Safety culture and factors such as employee satisfaction, productivity, and accident rates, providing valuable insights for enhancing workplace safety initiatives.

Declaration

I hereby declare that all the information provided is true to the best of my knowledge and belief. I will be glad to provide further details, if required.