

Krithika Thanthri

BENGALURU, India 560048 | 8867242112 | kittravi@gmail.com

Summary

A seasoned HR professional with 4 years of experience in the startup industry. Expertise in recruiting, screening, managing employee records, handling the EPFO portal, administering health insurance, and people management. My skills and dedication will make me a valuable addition to any organization's HR team.

Experience

HUMAN RESOURCES BUSINESS PARTNER | 12/2019 - Current

Aquagenics Research and Development India Pvt. Ltd - Bengaluru, Karnataka

- Managed end-to-end recruitment process, including job analysis, sourcing, screening, interviews, and selection, resulting in the successful hiring of top talent while ensuring compliance with applicable laws and regulations.
- Managed end-to-end onboarding and offboarding processes, including orientation, training, documentation, exit interviews, and compliance, ensuring smooth transitions for new hires and departing employees.
- Promoted positive employee relations through conflict resolution, grievance handling, effective communication, and fostering an inclusive and engaging work environment.
- Managed end-to-end administration of employee compensation and benefits programs, including salary reviews, benefits enrollment, and compliance, ensuring competitive packages and accurate processing.
- Ensured HR policies and procedures were compliant with legal requirements and industry standards, implementing effective measures to promote adherence and conducting audits to evaluate effectiveness.
- Ensured legal and ethical compliance by developing and implementing policies, conducting audits, providing guidance, and addressing violations, mitigating risks and promoting a culture of integrity.

Skills

- Recruitment and Onboarding
- Compensation
- Communication skills
- Employee Relations

Education

St. Aloysius Autonomous College - Mangalore, KA | Master of Science

Corporate Psychology, 2020

Swami Vivekananda Degree College - Puttur, KA | Bachelor of Commerce

Human Resources, 2018

Languages

Tulu, Malayalam, Kannada: First Language

English:



C1

Hindi:



B1