

# Shruthi

## Human Resource Executive

Targeting **Human Resource Executive** roles with an organization of high reputation 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:** 27<sup>th</sup> 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 that provided is true to the best of my knowledge and belief. I will be glad to provide further details, if required.