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## Professional Experience

### Profile Summary:

Currently working as internal HR of a product company with the employee strength of 300 plus. Previous experience is similar; additionally I have also worked with HR consultancy which gave me exposure to recruitments and client management.

**Current Employer:** ARI Simulation (Applied Research International) (August 21, 2018 – Present)

**Designation:** Sourcing & Process Specialist - Human Resource

Company Profile: ARI Simulation is a global leader in the production of sophisticated simulation and virtual reality training solutions for the marine, energy, construction, airport and defense industries. ARI designs and develops high-specification complex simulation systems used in training, screening, and feasibility analysis and process development. ARI offers scalable simulation solutions that operate equally well as standalone systems or as fully integrated, large scale, simultaneous operations, training platforms. Integrated solutions fulfil specialized needs where the successful outcome of an operation depends entirely on multiple teams working together in very close coordination and cooperation.

### Current Responsibilities include:

My primary responsibilities include managing entire processes and policies of the organization. Custodian of Statutory Compliances, introducing new policies and revamping existing policies and. It also includes a range of HRD Matrices including Manpower Planning, Talent Acquisition, Compensation Negotiation, Managing Recruitment Cycle, Employee Orientation & Induction, Departmental Placement, Managing Performance management system, taking care of Appraisals, defining KRA'S & Goal Settings etc., Job Analysis (Job Descriptions & Job Specifications), Competency Matrix, Performance Gap Analysis, Conducting and organizing technical and softskills training, professional development of employees, Grievance handling, Employee Relations, Rewards and Incentives, Payroll Management, Leave Management System, preparing Performance Improvement Plan, Performance Development Plans, conducting reviews etc. I am working intensively on the entire HR Gamut starting from Recruitment of an individual to the exit formalities. Employee Engagement,

**Previous Employer:** Sector Access People Engagement Private Limited (June 2015 – August 20, 2018)

**Designation:** Assistant Manager

Company Profile: Sector Access provides HR consulting solutions to organizations in India and overseas. They believe human resource is the most powerful leverage for sustainable competitive advantage. Their mission is to deliver consistent excellence in adding value to the human resource function of an organization. They don't pull surprises. And that mostly translates to certain customer delight. To achieve goals, They are committed to a thorough understanding of the brief in the client context, an allegiance to our processes that ensure each step in the assignment is managed well, delivery of outputs on time and as per expectation and most of all own the brief to reach beyond the expected norms.

**Responsibilities include:**

**RECRUITMENTS** - Managing end to end recruitments for clients as well as internal requirements, Manpower Planning, sourcing the right profiles through internal database, job portals, employee referrals, advertisements, headhunting, etc. Initial Interview, Pre and Post selection activities, conducting HR interviews to ascertain competencies, skills and aspirations (based on work, position, salary, relocation aspects etc). Negotiate compensation package for all positions, effectively maintaining databank of various technical and non-technical skills. File Management, Personnel functions such as Letter of Intent/ Offer/ Appointment, Employment verification, Salary negotiations. Conducting reference checks, Formulating Job Advertisement and post them on different job portals. Preparing Terms of References / Tender Documents as and when needed.

**EMPLOYEE ENGAGEMENT** – for team bonding initiatives, created Performance Management System- Launched balanced scorecard with 360 degree feedback model, Implement bell-curve, Compensation & Benefits Management, Recast the Total Rewards Policy with contemporary approach, and Devise contemporary schemes for variable and Bonus pattern, Learning & Development Initiatives.

**STRATEGIC HRM**- Advise Directors , managers and staff on performance management, plan strategic staffing, taking into account existing and anticipated work requirements, advice to staff and managers on HR policies and practices; lead in identifying, assessing and resolving issues, problems, and conflicts. Orienting staff about the values and culture of the organization.

**ON-BOARDING:** - Designing of the step by step process of on-boarding and the orientation kit. Ensure that recruited staff is inducted into the organization and its culture to be able to perform in their respective roles. Ensuring smooth induction for all new joiners by the HR team

**PERFORMANCE EVALUATION & TRAINING** - Support the Managing Director in implementing the performance management cycle within the organization as per policy and standards. Ensuring that the performance management cycle is carried out smoothly; Coordinate closely with the Finance for the final changes in the pay based on the appraisal

**HR POLICY & PROCESSES** – Being a custodian of the organizations HR policy; Ensuring that HR policies are implemented uniformly within the organization; Interpreting the HR policy for management/ staff, if unclear; Building awareness around the HR policy, culture and values; Suggesting changes to the Managing Directors on the HR policy as and when required

**SUPPORTING IN BUSINESS DEVELOPMENT** - Mapping and identifying sectors of interest (in both development and corporate).Networking on social networking sites to create business leads, contacts and referral systems. Registering, sourcing and identifying bids, EOIs and RPFs through newspapers, online portals and organization websites (specifically for the development sector and government). Identifying and creating online groups in social networking sites and chat groups including maintaining site content and responses for social marketing efforts. Carry out pitch meetings and follow-up meetings to acquire new business/ assignments including understanding of the brief, presentations, negotiations and signing of contracts. Develop proposals for corporate and development sector clients including both technical content and financial aspects including handling assignment related queries and meetings thereof.

**Previous Employer:** Educomp Solutions Limited (April 2011 – June 2013)

**Designation:** Client Relationship Executive

Company Profile: Educomp is the largest Education Company in India and the only company spread across the entire education ecosystem. Founded in 1994, the company today has 23 offices across major states of India, one in Singapore and two in the United States. Educomp works with India's largest K12 content library with over 20,000 modules of rich

3D multimedia educational content and has reached out to over six million students across 12000 private schools and 17.5 million students across 35000 government schools. Besides this in our network are 350 Little Millennium pre-schools, 45 brick and mortar K12 schools, and 63 Test Prep centers.

Responsibilities Include:

#### **TRAINING & DEVELOPMENT:**

- Assessment of training needs of the organization and the teaching staff and accordingly identifying the right training programs for enhancing the desired skills.
- Monitoring of performance and obtaining feedback post training to measure the effectiveness of the training imparted.
- Identifying resource persons / selection of trainers with respect to the kind of training program.
- Periodically meeting the employees to understand the issues of concerns and to resolve them
- Conduct MRMs and escalate the minutes to all the members to remind the decisions taken in the meetings and for further action plans.
- Monitor the technical issues related to the hardware.

#### **Internship Projects:**

1. **Summer Internship: Yunus Centre AIT , Thailand (April 2014 –June 2014)**  
Project Title: Social Business and its Significance
2. Have attended International Conference on **Supply Chain and Logistics Management (ICSCLM 2013)**
3. Have participated in the global course: **"Foundation in Sustainable Development Practice"** created by Master's in Development Practice Secretariat.
4. I have attended a workshop on **"The World After Rio + 20 : Shaping Enterprises in a Post 2015 Agenda"** where the speaker was **"Mr. Uchita De Zoysa"** from Sri Lanka. in Yunus Centre AIT, Thailand
5. **Project: Sansad Adarsh Gram Yogana.**  
Participated in Baseline survey conducted for Sansad Adarsh Gram Yogana in Neemka Gaon, District: Gautam Buddha Nagar State: Uttar Pradesh
6. **Immersion Program: TARAGram (Development Alternatives), (Duration – 9 Days)** Orchha Tigela, Madhya Pradesh
7. **Project : B-Able Basix Academy** Project Trainee (B-ABLE Content Development Initiative) –  
"Preparation of trainer manuals for the IT skills module"
8. Introduction to Security and Ethical Hacking (Duration : 8 Hours) NIIT, Dehradun
9. **Academic Projects:** Application Software's and Website development ( Every Semester) Have developed an application software using C#,Adeo.net , sql server, and Have developed a website using Asp.net, Adeo.net, XML, C# for academic project

## Professional Qualifications and Certifications

### Education

Course /Degree	Year	Subject Specialization	College/ University / Board	CGPA/ Percentage
Post Graduate Diploma	2013-2015	Sustainable Development Practices	Birla Institute of Management Technology	CGPA= 7.97
Graduation	2012	Bachelor of Commerce	Hemwati Nandan Bahuguna Garhwal University (Dayanand Anglo Vedic (PG)College Dehradun)	60%
Intermediate	2008	Science	ISC Board(All Saints Convent School)	75%
High School	2006	Science	ICSE Board( All Saints Convent School)	78%

### Professional Qualification

Year	Certification	Institute
2008 – 2011	Software engineering Diploma	NIIT Institute Dehradun
2009	Hardware (A+, 3 months)	NIIT Institute Dehradun
2009	Networking (N+, 3 months)	NIIT Institute Dehradun

### Personnel Information

Date of Birth	14-Jan-90
Permanent Address	H.no - 41/6,Block - E, D R D A Colony, Type –III , New Tehri - 249001, Uttrakhand
Current Address	H.no - 1820/9 , First Floor, Lane - 9, near HDFC ATM, Govindpuri Extension - 110019, Kalkaji,New Delhi
Nationality	Indian

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Signature: \_\_\_\_\_