V. Shruti

**Phone:** +91-9971566151/8076519954 | **Email:** [Shruti.nair10@gmail.com](mailto:Shruti.nair10@gmail.com) |

**LinkedIn** - <https://www.linkedin.com/in/shruti-nair-09226081/>

**Profile**

A Human Resource Generalist with 2.6 years of experience in assisting and fulfilling organizational needs and requirement using dynamic communication and skills to achieve HR initiatives.

**Education**

* MBA (HR and Finance) Jaipuria Institute of Management, AKTU

Year - 08/2016 – 05/2018

* B.A(Hons) Political Science University of Delhi

Year - 08/2013 – 05/2016

* 12th Standard, Commerce Bal Bharati Public School, Ghaziabad

Year - 04/2012 – 03/2013

* 10th Standard Bal Bharati Public School, Ghaziabad

Year - 04/2010 – 03/2011

**Experience**

**Cinepolis India Pvt Ltd (Feb/2020- June/2020)**

**Role- Talent Acquisition Officer**

* Hiring for various levels through Job Portals, campus, vendors etc.
* Managing the payments of vendors using software
* Handling employee operations as and when required
* Handling resignations and driving trainings for promotions.
* Managing and coordinating recruitment for cinemas across all levels.
* Managing projects like campus recruitment, part timers.
* Maintaining recruitment dashboard.
* Doing trend analysis on attrition.
* Handling Performance Management System (PMS) quarterly.
* Ensuring Employee Life Cycle Management
* Ensuring the Onboarding, induction and trainings of new joiners.

**Reliance Jio Infocomm Ltd *(Jan/2019 – Feb/2020)***

**Role – Area HR Deputy Manager**

* Managing overall responsibility of hiring of both managerial and associate positions.
* Creating pipeline and bench for bulk positions through campus hiring and other channels.
* Hiring of third party positions.
* Onboarding, induction, training, policy refresher of new joiners.
* Ensuring 100% completion of Ready for Role activities of new joiners.
* Ensuring Employee Life Cycle Management.
* Ensuring a smooth entry and exit of employees.
* Conducting retention discussions.
* Ensuring timely Full and Final settlement and contract extension of third party associates.
* Addressing employee grievances.
* Support in Performance Management System.
* Ensuring OKR planning, quarter wise performance feedback and rewards across area.
* Support in Performance Improvement Management activities.
* Ensuring 100% Jio Center Visits.
* Conducting sessions on recent policies, claim management and work compliances.
* Drive Periodical Medical Examination (PME) of employees for health benefit.
* Drive Manager one-on-one meetings, monthly manager meetings and skip level.
* Encouraging employees to ensure 100% engagement by conducting Buddy Programs.
* Managing operational escalations.
* Solving queries related to PF, ESIC and medical claims.
* Drive various weekly engagement activities to ensure an engaged workforce.
* Educating and guiding employees regarding new government amendments in Industrial Relations.

**Reliance Jio Infocomm Ltd *(Jan/2018 - Jan/2019)***

**Role – Area HR Trainee, Assistant Manager**

* **Talent Acquisition:**
* Overall responsibility of Manpower Hiring (on roll and third party associates).
* Pre-boarding and on-boarding of talent.
* Sourcing resumes from the job portals.
* Scheduling interviews with the panels.
* Coordination of functional and aptitude test of candidates.
* **Talent Management :**
* Ensuring Employee Life Cycle Management.
* Ensuring Retention Management and Grievance Handling.
* Conducting Exit interviews and ensuring smooth entry and exit of employees.
* **Talent Engagement:**
* Devising and implementing engagement activities.
* Driving various communication forums to build engaged workforce.
* Conducting regular policy refresher sessions.
* **HR Operations:**
* Managing operational escalations.
* Ensuring solution to compliance issues.
* Timely closure and extension of third party contracts.

**Projects**

* **SHE (Safety, Health and Environment)**

Enlightening the employees about the organizational safety, health and environment to ease their work life.

* **POSH (Prevention Of Sexual Harassment)**

Enlightening the employees about preventing and reporting sexual harassment at workplace by briefing about the policies and compliances.

* **xDSS Productivity**

To study the productivity of sales promoters and ensuring training and counselling the bottom performers.

* **Study on Part Time Employees for QSR and Hotels**

To understand and study the trend for hiring part time employees for cost saving in QSR and Hotels.

**Skills**

* Grievance Handling
* Employee Relations
* Employee Engagement
* Stakeholder Management
* Leadership
* Decision Making
* Strong Analytics
* Time Management
* Performance Management
* Compliance
* Business HR
* SAP
* SCRUM

**Achievements**

* Topped PAN India in HR Dashboard (From 54 to 1)
* Ranked PAN India 3rd in Employee Engagement.
* Awarded with the certificate of Employee Engagement Practitioner.

**Certification**

* Pursuing certification course on HR analytics from IIM Rohtak.

**Personal Information**

**DOB** – 10/April/1996

**Permanent Address** – 310, Regent Block, Supertech Estate, Vaishali, Ghaziabad

**Languages Known** – English, Hindi, Malayalam and Tamil