



PROFILE

As a passionate HR professional, with 2 Years experience in talent acquisition, employee engagement, and HR operations. Proven track record of end-to-end recruitment processes, improving onboarding experiences, and fostering a positive workplace culture. Adept at building strong relationships with employees and stakeholders to drive organizational success.

EDUCATION

- **MBA In Human Resources & Marketing**
Kannur University-2020
- **B.com Computer Application**
Kannur University-2017

SKILLS

- Strong organizational and time-management skills
- HR strategy & planning
- MS Office
- HRIS
- Strong Communication Skills
- Recruitment & selection
- Onboarding & Offboarding
- Employee relations
- Talent acquisition
- Employer Branding
- Employment law compliance
- Problem Solving

INTERNSHIPS

- HR Intern, AAVIN - TCMPF,
Chennai- Dec 2019 - Feb 2020
- Marketing Intern, Unity Hospital,
Manglore- May 2019 - Jun 2019

PROFESSIONAL EXPERIENCE

Human Resources Manager

Mounthuge Developers, India | Jun2022 - Jun2023

- Managed 5 head of departments across 100+ employees (including blue collar) with best incremental revenue.
- Coordinated civil & marketing training programs, upskilling sales employees in areas such as communication and negotiation skills.
- Successfully managed HR-related crisis, such as workplace conflicts/Legal issues, with minimal disruption to the organization.
- Managed employee separation processes.
- Led the collaboration with CEO to plan strategy for team structure and development which reduced costs by 60%
- Successfully Managed end-to-end recruitment processes, reducing time to hire by 50% through streamlined sourcing and interview scheduling.
- Drive organization design, workforce planning, sourcing and staffing (including supporting recruitment).
- Preparing and presenting HR-related reports to management.
- Prepare & update HR documents, such as employee handbooks,policies and procedures.
- Oversee payroll processing and ensure accuracy and timeliness.

Human Resources Executive

Infiox Technologies, India | Dec2021 - May2022

- Mentored and co-trained a team of 15 software development representatives responsible for over 60% of company's total pipeline.
- Assisted in the implementation and monitoring of performance appraisal systems.
- Completed on average 75 outbound calls daily to software development candidates.
- Filled open positions within a least time frame, ensuring a 95% candidate satisfaction rate during the hiring process.
- Partnered with academic institutions to create internship programs that served as pipeline for full-time hires.
- Organized and managed campus recruitment events, including career fairs and networking sessions.
- Promoted vacancies effectively, conducted interviews in collaboration with department heads, and managed the end-to-end recruitment process, including offer letters and employment contracts.
- Systematically tracked attendance and maintained comprehensive leave records to ensure operational efficiency.

CONTACT

+971 561848704

sruthikvr96@gmail.com

Dubai, United Arab Emirates

www.linkedin.com/in/sruthithamban-88b13b1bb

Visa Status : Spouse Visa

LANGUAGES

- English : Professional
- Malayalam : Native
- Hindi : Intermediate

COURSE

Diploma In Professional Accounting , Govt of India Enterprise, Hyderabad - Oct-2017

STRENGTHS

- CONFLICT RESOLUTION

Help employees and management to resolve disputes. Use various feedback methodologies to prevent conflict from happening in the first place.

- DISCRETION

Respect the privacy of every individual and the fact that they confide in me. Do not let any information get to third parties.

- COMMUNICATION AND INTERPERSONAL SKILLS

Strive to be polite and easy-to-understand in both my verbal and written communication.

ACHIEVEMENTS

- SUCCESSFUL HR TRANSFORMATION

Led HR department through a successful transformation resulting in improved employee satisfaction and retention.

REFERENCES

- References available upon request.