



Bhagyalakshmi.K.R

Career Objective

Experience and self-motivated Human Resources professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. Adept in implementing programs and change that enhance company position and lead to success. Knowledgeable about employment law and effective organizational planning. Bringing forth a proven track record of successfully managing Human Resources efforts and serving as a crucial pillar for HR teams and employees.

Experience

06Dec2018-26March 2020

Company Name | INFODOT Technology

HR Assistant

Worked as a reliable and dedicated team member in the HR department. Assisted with recruitment, interviews, and hiring.

Distributed employee handbooks and answered questions and concerns.

Reported important events and incidences and senior HR members.

Handled paper work regarding maternity leave and bereavement.

08August2020-31December 2021

Company Name | PRATEEK Elevators Pvt Ltd

Human resource & Administration

Led new talent acquisition and recruitment processes for over 30 new full-time hires.

Organize seminar for employees involving motivation techniques and healthy lifestyle choices.

Collaborated with leadership on recruitment strategies development planes, performance management.

Managed company organization structure, responsibilities, and staffing levels.

Assisted with new employee onboarding,

and ensure all the pre-employment forms were completed within 72 hours.

Key strength

Excellent analytical and problem-solving skills.

Strong ability to work in teams and collaborations.

Ability to work independently and meet deadlines.

Ability to handle multiple tasks and work under pressure.

Desire to learn new things and implement for organization growth

DOB-09-10-1997

Nationality -Indian

marital status-Married

Phone

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Address

#06, Siddhashrama road,

Malleshwaram17 th cross

Bangalore -560003

Education

2018

B.Com

Asian institute of business
management

2015

Sheshadripuram composite college

2013

Apollo Public High School

Expertise

- Ms word
- Ms Excel
- Ms PowerPoint
- Ms outlook
- Ms access

Language

English

Kannada

Tamil

Hindi