

CAREER OBJECTIVE

Results-driven HR professional transitioning from engineering to HR, skilled in recruitment, talent acquisition, employee engagement, and HR operations. Passionate about aligning HR practices with business goals and driving organizational growth through people-focused strategies and innovation.

WORK EXPERIENCE

HR Team Leader Intern • Internship

Aug 2025 - Present

Metdox, Virtual

- Managed recruitment drives for 15+ Candidates across various roles by coordinating interviews and streamlining onboarding processes, improving hiring efficiency.
- Supported performance review cycles by gathering feedback and facilitating development activities to enhance workforce effectiveness.
- Led employee engagement initiatives that improved collaboration and contributed to reduced attrition.
- Reviewed HR policies, resolved employee queries, and implemented process improvements that boosted operational efficiency by 30%.

HR Intern • Internship

Mar 2025 - May 2025

STUVALLEY TECHNOLOGY PVT LTD, Virtual

- Assisted senior managers in end-to-end recruitment, selection, and hiring processes using Naukri and LinkedIn.
- Accelerated onboarding and induction processes while maintaining accurate employee records.
- Addressed employee grievances and coordinated resolutions with senior management.
- Supported day-to-day HR operations, administrative tasks, and training programs to ensure smooth workflows.

Transportation Planner

Aug 2021 - Present

Lumiplan, Virtual

- Planned and scheduled bus routes while preparing detailed operational reports to ensure accuracy and alignment with project requirements.
- Reduced operational costs of seven bus routes by 7% through effective optimization and resource utilization.
- Enhanced route efficiency from 20% to 45% by analyzing passenger travel data and implementing data-driven scheduling strategies.
- Conducted training and development sessions for new employees to strengthen onboarding and improve workforce readiness.

EDUCATION

Bachelor of Engineering (B.E), Civil Engineering

2017 - 2021

Dayananda Sagar College of Engineering, Bangalore

CGPA: 8.64/10

Senior Secondary (XII), Karnataka Pre University Board

2017

Science

Gururanak Independent Pre University College Bidar

Percentage: 82.50%

Secondary (X), Karnataka State Board

2015

Government High School Garagpalli

Percentage: 85.12%

TRAININGS / CERTIFICATIONS

**Human Resource Management Placement
Guarantee Course**

May 2025 - Aug 2025

Internshala Trainings, Virtual

- Advance Human Resource Management
- Advance Excel
- Business Communication

Diploma Course In HRM

Mar 2025 - Apr 2025

udemy, Virtual

- Topics Learned 1. End-to-end HR operations 2.Salary structuring 3.TDS calculation 4. HR branding strategies

PORTFOLIO

[Portfolio link ↗](#)

PROJECTS

[Recruitment and Salary Structure ↗](#)

Jul 2025 - Aug 2025

- Identified recruitment sources for bulk hiring and senior roles, enabling timely talent acquisition through a mix of internal and external channels.
- Defined key managerial competencies and designed evaluation tools to streamline assessment and leadership hiring decisions.
- Designed structured salary frameworks, calculated TDS, and prepared accurate in-hand salary projections to support compensation planning.

SKILLS

- | | | |
|--------------------|---------------------------|------------------------|
| • Recruitment | • HR Operations | • HRIS |
| • HR Policies | • HR Analytics | • Interpersonal skills |
| • Salary structure | • Effective Communication | • HR branding |
| • Negotiation | • MS-Excel | • Google Docs |