



**Cathirin A**  
**Assistant Manager HR-BP**  
**Certified HRBP – XLRI/2024**

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**SUMMARY**

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**Certified HRBP from XLRI.** 4+ yrs of Dynamic HR Business Partner with a proven track record in leveraging strategic HR expertise to drive business outcomes. Seeking to contribute to an innovative organization by aligning talent management and organizational development initiatives with business goals, fostering a high- performance culture, and enhancing employee engagement.

Experienced **HR** with Business Partnering skills in various key areas like HR Operation - On-boarding to Exit Formalities, Induction, Orientation, One on one meetings, HR Analytics, Stakeholder Management, Attrition Management, Employee Engagement, Rewards & Recognitions, Retention, Performance Management System, Payroll Management, Appraisal, Grievance Handling, Event Management, Policy making, PIP Planning, Exit Interviews/Feedback's.

Additionally, my projects Experience as a HRBP from XLRI & MBA provided me with a strong foundation as a HR Business Partner.

**Domain - IT, Non - IT, Automotive, Aerospace, Semiconductor, Oil and Gas, Healthcare, Infrastructure, Finance, Ed – Tech etc.**

**Industry – Product, Service, Manufacturing, Ed-Tech..**

**HRMS – Greythr, Darwinbox, Zoho People.**

**ATS – Ceipal,  
Zwayam.**

**EDUCATION AND TRAINING**

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|-----------------|-------------------------------------------------------------------------------------------------------|
| <b>PGDM/EDP</b> | <b>Xavier School of Management (XLRI), Jamshedpur<br/>Human Resource Business Partner (HRBP),2024</b> |
| <b>MBA</b>      | <b>David Memorial Institute of Management, Hyderabad<br/>MBA HR, 2024</b>                             |

**CERTIFICATIONS**

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- **Certified HR Business Partner (HRBP), XLRI**
- **Certified Naukri Maestro Recruiter**
- **Certified Hirist Tech Recruiter / Branding Certification**
- **Certified in Talent Agilitics**
- **Human Resource Skills Workshop Certification.**

## **EXPERIENCE**

- **Assistant Manager HRBP at Nspira Management Services, Hyderabad. July.2024 – Till date**
- **Human Resource Business Partner Executive at Neotech Global Pvt Ltd, Hyderabad. Sep.2022 – July. 2024**
- **HR Recruiter at Advantage One Human Resources Pvt Ltd, Hyderabad. July.2021 – Sep.2022**

## **SKILLS**

- Business Partnering
- Stakeholder Management
- HR Analytics
- HR Dashboards
- HR Operations
- Employee Engagement
- Rewards & Recognition
- Attrition Management
- Employee Relations
- Employee Onboarding
- Performance Management System – PMS
- Employee Retention
- Grievance Handling
- Employee Surveys

- Workforce Planning
- Learning and Development
- Talent Management
- Succession Planning
- Compensation and benefits
- Conflict Resolution
- Performance Improvement Plan(PIP)
- Vendor Management
- Exit Interviews/Feedbacks
- Background Checks
- Employee Counseling
- Payroll and benefits administration
- Risk Management
- Training and mentoring

## **EXPERIENCE**

### **Assistant Manager HR - HRBP, July.2024 - Till date Nspira Management Services Pvt Ltd, Hyderabad**

- Handling 2 Business Units - IT, Non IT BU'S. Providing end-to-end HR Support aligned with business objectives.
- Managing 800+ employees including Performance Management, Employee Engagement, Talent Planning, Grievance Handling across various departments.
- Collaborate with Stakeholders and Business Leaders of various departments on development plans for employees with managers.
- Led end-to-end execution of Performance Improvement Plans for Identified low performers, aligning action plans with business goals in collaboration with line managers, ensuring clear objectives, timelines, support mechanisms to drive measurable improvement and accountability.
- Implemented proactive attrition management strategies, including stay interviews, exit analysis, and engagement initiatives, resulting in improved retention.
- Develop and execute HR strategies aligning with long-term business goals.
- Liaise with senior leadership to translate Business needs into HR initiatives.
- Offer guidance to line managers on employee-related issues.
- Cultivate positive employee relations, addressing concerns and conflicts.
- Create strategies fostering engagement and a healthy work environment.
- Manage performance processes including goal setting and evaluations.
- Implement initiatives enhancing individual and team effectiveness.

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## Human Resource Business Partner Executive, Sep.2022 – July.2024

### Neotech Global Pvt Ltd, Hyderabad

- Collaborated with business leaders to align HR strategies with business goals.
- Manage performance processes including goal setting and evaluations.
- Implemented and managed performance management systems to enhance employee performance.
- Developed incentives to drive employee retention and improve work culture.
- Design and deliver training programs to support employee development and succession planning. Acted as a point of contact for employee concerns and conflicts, facilitating resolution and promoting a positive workplace culture.
- Coordinated training programs and workshops to enhance employee skills and professional development.
- Conducted investigations related to employee complaints or grievances.
- Analyze HR metrics to identify trends and make data-driven decisions.
- Facilitate communication during times of change to ensure alignment and understanding.
- Preparing reports for management on HR-related topics, including workforce analytics.
- Developed and maintained strong relationships with hiring managers to understand staffing needs and deliver suitable candidates.
- Conducted exit interviews and analyzed feedback to improve retention strategies.
- Organized staff events such as team fun activities, team outings.
- Conducted background checks and orientation, coordinating new employee onboarding process.
- Maintaining entire database from On-boarding to Exit of Employee.
- Conducting Review Meeting, feedback interviews to ensure employee Engagement and Positive work culture.

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## HR Recruiter, July.2021 – Sep.2022

### Advantage One Human Resources Pvt Ltd, Hyderabad

- Handling complete life cycle of recruitment process from sourcing, initial screening, resume analysis, interview process and co-ordination with candidates till they join the company
- Understanding the requirement from Manager like Skill set, Primary skills, Secondary Skills, Project Duration, Project Location etc.,
- Responsible for - job posting, sourcing, pre-screening, shortlisting, scheduling interviews
- Sourcing potential candidates from the various sources - through, networking, usage of job portals, Database, referrals an existing database
- Conducting the first level of interview with candidate in accordance with the various hiring managers' time as well as candidate availability
- Maintaining and developing candidate database and track Continuous follow-up with the client and candidates for further process
- Negotiating with the candidates regarding the compensation package and offer acceptance
- Maintaining and developing candidate database and track.

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## LANGUAGES

- Telugu
- English
- Hindi

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## ACCOMPLISHMENTS

- **Trained nearly 100 Freshers**, enhancing their skills and preparing them for professional roles.
- **Successfully hired approximately 150 candidates** for various clients, contributing to team growth and client satisfaction.
- **Conducted over 20 walk-in interviews** at internal and client locations, streamlining the recruitment process.

Recognized as one of the **top performers** from the outset of my career, consistently exceeding performance targets.

## PROJECTS

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### **Project: 1.** “Structure Revamp Initiative”: (XLRI)

Role:HRBP

Company: Educational Institution Domain. 80,000+ Employees

Objective: To drive organizational growth by addressing key challenges and implementing strategic changes.

- Managerial Skill gap issue.
- Biasness in the Hiring Process.
- Value System (Cultural Aspects)
- Change or Awareness
- Digital Transformation of HR Practices.

### **Project: 2.** “Employee Welfare Management”: (MBA)

Company: Hyundai Mobis India Pvt Ltd,

Objective: To design and implement a comprehensive Employee welfare management system to support employee well-being and productivity.

- Safety Services
- Health Services
- Counselling Services