



## ARPITHA KR

Bahrain (Galali)

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### Summary

- HR professional with 6+ years of outstanding MNC work experience in recruiting IT and non IT professionals.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Coordination with L&D team, Sourcing, Interviewing.

### Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

### Experience

- **Mindmap Global Solutions** 02/12/2019 - 24/01/2020  
Lead Recruiter

Sourcing the candidates from different job portals and posting them as per the client requirements. It includes below tasks:

- Sourcing, Screening the resumes, DB checks.
- Discussion with candidates / Interview.
- On boarding.
- Usage of social media for sourcing the requirements of different locations.
- Additional administrative duties, office management, process updates for payment and routine communication with personnel, finance and executive offices.
- Assisted with workshops, motivational, attitudinal courses trained client's readiness skills related to attainment of pre-employment.

Recruitment of IT and non IT candidates. Coordination with learning and development team, and handling the team lead activities which helped the management for better understanding of workflow on day to day basis.

Below are the tasks & responsibilities:

- Usage of different job portals. Job posting in social media, LinkedIn.
- Initial screening and shortlisting of candidates for interview. Cross team engagement to create individual candidate ID.
- Short listing candidates as per the requirement and helping for recruitment drives.
- Worked on Onsite Profile, Jobsite, Vendors and Employee referral sources.
- Ex-Infosys candidate checks for rehire.
- Organised training sessions for all new hires.
- Maintained tracking of the training database, calendar, roster, evaluations.
- Managing coordination of skills development events with 30-50 participants. Partnering with managers and executive level employees to create customized action plans.
- Identified and addressed employee requirements regarding performance issues, training and career growth. This improved productivity by 40%.
- Strengthened employees on HR policies , Infosys rules and regulations when anything new comes in.
- Assisted with implementation of workflow productivity and quality improvements reports.
- Creating standard operating procedure for training request. Successful at creating organized and professional events.
- Ensuring work is completed within the stipulated time for meeting SLA.
- Conducted group participation activities to build self-esteem, enhance motivation, and improve communication skills.
- Buying office stationary. Sending out memos and reminders to the management.
- Coordinating business events and travel requirements for senior managers.
- Develop and manage reports on completed training and recruitment throughout the network.
- Compiles data and create reports by summarizing training evaluations as prescribed by learning and development management and staff.
- Provide documentation (eg: performance logs, quality reviews, etc) to managers.
- Coordination with transport , security and facilities teams.

## Education

- **Sikkim Manipal University** 2016  
MBA  
Specialization : Human resources(HR)
- **Mangalore University** 2013  
B.com  
Specialization : General Commerce

## Skills

- Leadership
- Motivation
- High impact of communication
- Microsoft office
- Excellent experience of working alongside people of different levels and background.
- Excellent customer service skills.
- Fluent in report analysis.
- Basic knowledge on LMRA(done self study).

## Projects

- **Utilization Report Tool**  
Done project on TAT (Turnaround Time) and Utilization Report collating tool, which helped and soft savings.

## Achievements & Awards

- Completed four Competency Based Training (CBT).
- Certified with Yellow Belt - Fundamentals Data Analysis.
- Received RAMP award in 2014, 2017& 2019 for the best performance and as Best Trainer in team.
- Completed T-100 & T-200 assessment in HR domain.
- DRR- Disaster Recovery Representative training.
- Awarded as "Best coordinator" from learning and development team.
- Utilized solid communication and interpersonal abilities to secure and improve on peer and management trust.

## Language

- English
- Hindi
- Kannada
- Tulu

## Personal Information

- Husband Name : Rathan BR(working as safety officer in Bahrain)  
Date of birth : 5th February 1993  
Gender : Female  
Hobbies : Jewelry making, paper craft, reading novels  
Valid passport : Yes  
Visa : Visit visa till July 2020  
Nationality : Indian



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