Ritu Bhardwaj

HR Business Partner

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SUMMARY

HR generalist with 5 years supporting a 400-person technology business across recruitment, performance and employee relations. Cut regretted attrition in the engineering function from 22% to 13% over two years by fixing the first-90-days experience.

EXPERIENCE

Senior HR Executive - Northlight Technologies (approx. 400 employees) Apr 2023 - Present

Bengaluru

- HR partner for engineering and product - about 180 employees across 14 managers.
- Reduced regretted attrition in engineering from 22% to 13% over 2 years; the main change was a structured 90-day onboarding plan owned by the hiring manager, not HR.
- Ran the annual performance cycle for 400 employees including calibration sessions with 9 department heads.
- Handled 14 employee relations matters including 3 formal grievances, all closed within policy timelines.
- Closed 46 roles in FY25-26 with an average time-to-fill of 38 days.
- Rewrote the exit interview process and now present a quarterly attrition-theme summary to the leadership team.

HR Executive - Bluepeak Services Jun 2020 - Mar 2023

Bengaluru

- Managed end-to-end recruitment for non-technical roles; about 60 hires over 3 years.
- Administered payroll inputs and leave records for 220 employees.
- Coordinated statutory compliance - PF, ESI, gratuity documentation.

SKILLS

HRBP stakeholder partnering, performance cycle management, employee relations, attrition analysis, calibration

TA full-cycle recruitment, time-to-fill management, offer negotiation

Compliance PF, ESI, POSH awareness

Tools Darwinbox, Excel, Naukri, LinkedIn Recruiter

EDUCATION

MBA (HR) - Christ University, Bengaluru, 2020

BA (Psychology) - Bangalore University, 2018

SPECIMEN — ResumeHub. A fictional composite written to show this template finished. Copy the structure and the shape of the sentences, never the facts. The editable .docx sits beside this file.