Rhea Kapoor

HR Business Partner

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Summary

HR business partner supporting managers across two service teams. Uses workforce information to clarify priorities, coordinates people processes and helps managers follow through on agreed actions.

Experience

Aug 2021 - Present

HR Business Partner, Example Northbridge Services

Pune, India

- Partnered with managers of two service teams to review vacancies, internal moves and onboarding capacity each month.
- Created a workforce dashboard that separated approved positions, active hires and pending business decisions.
- Coordinated a manager workshop and follow-up guides for performance conversations, collecting feedback for the next session.
- Worked with recruitment and operations on a revised induction schedule; reduced unresolved first-week setup issues from 18 to 7 in one cohort.

Jul 2018 - Jul 2021

HR Coordinator, Example Northbridge Services

Pune, India

- Maintained onboarding schedules and workforce-change records for the HR team.
- Prepared monthly vacancy and induction summaries and referred unresolved cases to the HR manager.

Education

MBA Human Resources 2016 - 2018

Example Rivergate Institute

BA Psychology 2013 - 2016

Example Hillcrest College

Skills

People partnering: Workforce planning support, Manager coaching, Performance processes, Onboarding coordination

Analysis: Workforce reporting, Spreadsheet analysis, Action tracking, Cross-functional communication

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/hr-business-partner-resume-sample