

# HRITHI PRAVEEN

Assistant Professor | HR Researcher

◇ hrithpraveen@gmail.com ◇ LinkedIn ◇ +91 7904396491

## PROFILE

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Dedicated and enthusiastic Assistant Professor specializing in Human Resources, with a strong focus on HR research. Passionate about delivering engaging, student-centered lectures, and integrating real-world HR insights into academic practice. Actively involved in research that advances understanding of organizational behavior and human Resource development, while fostering dynamic, interactive learning environments that promote critical thinking and academic excellence.

## EDUCATION

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| <b>Master of Business Administration</b><br>Marian Institute of Management, Kuttikanam | 2021 - 2023 |
| <b>Bachelor of Computer Applications</b><br>Marian College Kuttikkanam                 | 2018 - 2021 |
| <b>Higher Secondary (12th)</b><br>Girideepam Bethany Central School                    | 2017 - 2018 |
| <b>High School</b><br>Girideepam Bethany Central School                                | 2016 - 2017 |

## EXPERIENCE

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**Scopus Indexed (Q1) Journal – Academy of Management Journal** Jan 2026 - Present  
*Reviewer*

- Review research manuscripts in Human Resources, Organizational Behavior, and Management
- Ensure scholarly rigor, relevance, and contribution to high-impact academic literature

**Christ College of Science and Management, Malur** May 2024 - Jun 2025  
*Assistant Professor*

- Handled core subjects including Organizational Behavior, Human Resource Management, and Aviation Studies
- Served as Class Mentor, guiding students in academic and professional development
- Managed documentation for National Conferences, certification courses, and institutional academic activities
- Designed lesson plan and delivered structured, outcome-based sessions
- Utilized Learning Management Systems (Linnways) for effective course delivery and student engagement
- Coordinated Dance Club and contributed to organizing campus events

**NEWAGESYS Cochin Infopark, Kochi** Oct 2023 - Feb 2024  
*HR Recruiter*

- Managed end-to-end recruitment for both IT and scientific roles
- Analyzed job descriptions and created effective Boolean search strings for sourcing candidates
- Sourced candidates using LinkedIn Recruiter, Indeed, and Naukri platforms
- Utilized Applicant Tracking Systems (ATS - JZM, dTSearch) for candidate management
- Conducted resume screening, shortlisting, and initial candidate interviews
- Performed candidate background verification and coordinated further interview rounds
- Supported candidates throughout the onboarding process ensuring smooth transition
- Recognized as Top Recruiter of the Week for performance and hiring efficiency

- Assisted in end-to-end recruitment processes including candidate sourcing, resume screening, and interview coordination
- Supported onboarding activities by preparing documentation and facilitating joining procedures for new hires
- Maintained employee records and handled HR documentation in compliance with organizational standards
- Coordinated with different departments to understand staffing requirements and support hiring needs
- Gained exposure to day-to-day HR operations including attendance tracking, employee engagement, and administrative support

**CERTIFICATIONS**

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- **Systematic Literature Review** – 7th Rajagiri International Management Conference 2026
- **Paper Development** – 7th Rajagiri International Management Conference 2026
- **Excel the Art of Mentoring: Rekindling the Mentor in Education** 2025
- **Microsoft Excel Certification** 2023

**SKILLS**

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|----------------------------|---|
| <b>Research Skills</b>     | Boolean Search Techniques, Scopus Database (literature review, citation analysis), Zotero |
| <b>Technical Tools</b>     | SPSS ,Google Forms, Linways Platform, MS Office Tools                                     |
| <b>Professional Skills</b> | LinkedIn (networking, personal branding, talent sourcing)                                 |

**ACHIEVEMENTS**

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**Academic Achievements**

- Presented a research paper on HR Analytics at the Rajagiri International Management Conference
- Won Budget Analysis Competition, demonstrating strong analytical skills
- Recognized as winner in Harvard Business Review (HBR) Paper Analysis, showcasing critical thinking and business insight

**Leadership & Coordination**

- Served as Event Coordinator for Caligo, successfully planning and executing events with effective team management

**Communication & Presentation**

- Experienced Formal Anchor, hosting and managing professional events with strong communication and stage presence

**HOBBIES**

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Thiruvathirakali — Art and Craft — Gardening — Reading Books — Cooking — Driving  
— Traveling

**DECLARATION**

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I hereby declare that all the information provided is true to the best of my knowledge.