

Anushka Dhillan

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EDUCATION

DR. APJ ABDUL KALAM TECHNICAL UNIVERSITY

MBA/PGDM

HUMAN RESOURCE MANAGEMENT AND OPERATION MANAGEMENT
2022

IIMT UNIVERSITY

B.COM HONS.

INSURANCE MANAGEMENT AND INTERNATIONAL BUSINESS
2020

LINKS

LinkedIn: Anushka Dhillan

KEY SKILLS

- Offer Generation
- Background Verification
- Screening and Sourcing
- Exit Interviews
- Leave Management
- Attendance Maintenance
- Selection Process
- Induction Program
- Talent Acquisition
- Joining Formalities
- IT Recruitment
- Policy Formulation
- Employee Engagement
- Employee Grievances
- End to End Recruitment
- Salary Negotiation

TECHNICAL SKILLS

- Ms Word
- Ms Powerpoint
- Ms Excel
- Canva
- Xmind
- ChatGPT

INTERNSHIP

Ifortis Worldwide (1 Months)

- Recruitment
- Employee Communication

CERTIFICATIONS

- Naukri Maestro Recruiter Program
- Workshop Completion Certificate (ChatGPT and AI Tools)
- Workshop Completion Certificate (ChatGPT 101 From Growth School)
- Ultimate HR Generalist: Certified Human Resource Management From Udemy

PROFILE SUMMARY

With over 3 years of experience in IT recruitment and HR management, I excel at sourcing, screening, and selecting top talent to achieve organizational objectives. Proficient in leveraging HRIS to streamline recruitment processes and enhance the candidate experience. Expertise includes interviewing, negotiating offers, and facilitating smooth onboarding. Proven track record of collaborating with hiring managers to effectively address staffing needs. Dedicated to staying informed on industry trends and best practices to continually optimize recruitment strategies. Eager to contribute to a dynamic team in a fast-paced HR environment.

EXPERIENCE

ALLIED BOSTON CONSULTANTS INDIA PVT LTD.

EXECUTIVE HUMAN RESOURCE | OCT 2023 - PRESENT

- Managing end to end recruitment process.
- Resolving employee grievances in a timely and effective manner.
- Maintaining and updated employee database, ensuring accuracy and compliance.
- Implementing attendance management system, resulting in 15 percent improvement in attendance tracking accuracy.
- Administering HRMS system, ensuring seamless operations and data integrity.
- Preparing and updating the policies and procedures to maintain an effective workplace.
- Managing the On-Boarding process for new hires to ensure a smooth transition.
- Coordinating performance reviews and feedback sessions.
- Overseeing payroll processes and ensuring timely and accurate salary disbursements.
- Assisting in workforce planning and forecasting to align with business needs.
- Facilitating effective communication between management and employees.
- Maintaining accurate employee records and managing HR documentation.
- Managing the exit process for departing employees, including exit interviews and final settlements.

TECHCOMPILER DATA SYSTEMS PVT LTD

HUMAN RESOURCE EXECUTIVE AND GENERALIST | NOV 2021 - OCT 2023

- Managed the end-to-end recruitment process.
- Maintained and updated the employee database.
- Handled onboarding and induction of new hires.
- Implemented and managed the employee attendance and leave management system.
- Addressed employee grievances and ensured timely resolution.
- Assisted in payroll processes.
- Prepared and implemented HR policies.
- Conducted employee engagement activities.
- Managed the exit process, including exit interviews and final settlements.