

## **Alok Arora**

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Location: Haridwar

### **Professional Summary**

Results-driven HR professional with 2 years of experience in recruitment, employee engagement, and performance management at Paramount Enterprises. Known for leveraging HR strategies to boost productivity and foster positive work culture. Skilled in utilizing HR technology, streamlining HR processes, and ensuring regulatory compliance to support organizational objectives.

### **Education**

Bachelor of commerce in specialised in Management

Himgiri Zee University, [Dehradun]

Graduated: [2021]

### **Professional Experience**

Human Resources Specialist

Paramount Enterprises

Dec– Present

### **Key Achievements**

#### **Optimized Recruitment & Talent Acquisition**

**Situation:** Prolonged time-to-hire and high turnover affected hiring efficiency.

**Task:** Tasked with enhancing the recruitment process.

**Action:** Implemented an applicant tracking system (ATS), developed pre-employment assessments, and optimized job postings.

**Result:** Reduced time-to-hire by 30% and improved new hire retention by 20%.

#### **Enhanced Employee Engagement & Retention**

**Situation:** Declining employee morale due to lack of engagement activities.

**Task:** Developed engagement strategies to boost satisfaction.

**Action:** Initiated quarterly team-building events, monthly feedback loops, and “Employee of the Month” recognition.

**Result:** Increased employee satisfaction by 25% and reduced voluntary turnover by 15%.

### **Implemented Modern Performance Management System**

**Situation:** Outdated performance review process with unclear metrics.

**Task:** Tasked with revamping performance management to align with goals.

**Action:** Introduced continuous feedback, competency-based metrics, and manager training.

**Result:** Boosted productivity by 40% and clarified role expectations for 90% of employees.

### **Updated HR Policies & Ensured Compliance**

**Situation:** Need for policy updates to comply with labour regulations.

**Task:** Reviewed and updated policies in line with legal standards.

**Action:** Revised policies on attendance, remote work, and safety in consultation with legal advisors.

**Result:** Achieved full compliance and reduced compliance risks.

### **Core Competencies**

Talent Acquisition & Retention

Employee Relations & Engagement

Performance Management & Development

HR Compliance & Policy Implementation

HR Analytics & ATS Utilization

Conflict Resolution & Mediation

HRIS & Data Management

### **Certifications**

Organizing Committee Certificate – Stress and Time Management Seminar

### **References**

Available upon request.