

RANI SHRI Human Resource Executive

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Dedicated and detail-oriented HR Executive with 2 years of experience in driving organizational growth through HR initiatives, talent management, and employee engagement.

EXPERIENCE

HR Executive-Anuation Research & Consulting LLP- Noida

07/2022 - Present

Recruitment & Talent Acquisition

- Managed end-to-end recruitment: job postings, sourcing, screening, and interview coordination
- Onboarded new hires, ensuring smooth integration
- Handled recruitment documentation and conducted induction sessions

HR Operations & Administration

- Managed HR portal, tracking attendance, leaves, and holidays
- Updated employee records and ensured policy compliance

Payroll & Compensation

- Prepared payroll documents and ensured timely salary disbursement
- Maintained accuracy in salary slips and related records

Performance Management & Development

- Designed and implemented performance appraisal processes & Developed strategies to enhance employee performance and growth

Employee Relations & Engagement

- Addressed employee grievances, implementing corrective actions & Executed employee engagement initiatives to boost morale and motivation

PROJECTS

- A report on a detailed study about HR Operations in Anuation Research & Consulting LLP
- A report on a detailed study about Recruitment Process in Anuation Research & Consulting LLP
- A brief study of Wages & Salary in Reliance Jio at Muzaffarpur

EDUCATION

Master of Business Administration - Banasthali Vidyapith - HR & CSR

08/2021 - 06/2023

Bachelor of Business Administration -HRM-Lalit Narayan Mishra College of Business Management

08/2018 - 09/2021

12th K R Bose Smarak College-2018

10th Prabhat Tara Girls' High School-2015

SKILLS

Recruitment

Communication

Performance Management

MS Office

HR Operations

Employee Relations

HOBBIES

Writing poetry

Singing

Playing the guitar

Gardening

LANGUAGE

English

Native & Bilingual

Hindi

Native & Bilingual