

Anjali Sinha

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An accomplished HR professional, renowned for exceptional communication skills and adept at cultivating relationships, possesses a wealth of experience. Demonstrating robust analytical, problem-solving, and organizational capabilities, I am dedicated to managing talent and enhancing employee value. My firm belief in the significance of upskilling individuals aligns with my leadership philosophy, centered on achieving organizational objectives through human capital development.

WORK EXPERIENCE

GNIOT Institute of Management Studies **Sr. HR Executive** **May 2023 – Present**

- **Recruitment and Hiring:**
 - Managed internal hiring for IT and Non-IT roles.
 - Conducted manpower planning.
- **On boarding and Induction:**
 - Handled documentation and on boarding for new hires.
 - Scheduled and monitored induction programs.
 - Employee Relations and Engagement:
 - Organized engagement activities.
 - Managed on boarding and exit formalities.
- **Training and Development:**
 - Coordinated with Learning & Development.
 - Conducted communication training.
 - Trained new and existing employees.
- **HR Policies and Procedures:**
 - Ensured consistent policy application.
 - Developed and implemented HR policies.
- **Operational HR Activities:**
 - Maintained records and managed MIS.
- **Client Management:**
 - Engaged with clients in IT and BFSI sectors.
 - Presentation and Documentation:
 - Prepared and presented training content.
- **Core Competencies:**
 - Recruitment and Talent Acquisition
 - On boarding and Induction
 - Training and Development
 - HR Policies and Compliance
 - Employee Engagement
 - MIS and Data Management
 - Communication and Presentation
- Dedicated to enhancing organizational growth and fostering a positive work environment.

Zyoin Web Pvt Ltd **Associate TA - Services COE** **Feb 2022 – Apr 2023**

- **IT Recruitment:**
 - Managed end-to-end IT recruitment, including hiring and onboarding.
- **Employee Performance and Training:**
 - Monitored performance and conducted new process rollouts.
 - Provided refresher training to enhance productivity.
- **Learning and Development:**
 - Supported L&D functions and various HR operations.
- **Record Keeping and Reporting:**
 - Maintained up-to-date records in Excel.
 - Prepared daily, weekly, monthly, and quarterly reports on employee engagement activities.
- **Learning Management System:**
 - Managed the LMS and prepared training presentations.

INTERNSHIP

PNB MetLife

HR Operations Intern

6 Months

- Supported the L&D Team
- Involved in workforce planning
- Involved in Interview and onboarding of candidates
- Maintaining Data in excel sheets

PROFESSIONAL AWARDS & ACHIEVEMENTS

- **GNIOT Institute of Management Studies**
 - Received the 'Best Coordinator Award' on the Institute's Founders Day
- **Zyoin Web Pvt. Ltd.**
 - Received the 'Way to go Award' for excellent performance in the quarter

SKILLSET

- Good Communication Skills with proficiency in English and Hindi languages
- Microsoft Office Suite
- Flexible and Adaptable
- Presentation Skills
- Teamwork
- Analytical thinking
- Technical, Behavioral and Professional Training
- Practical approach to solving issues and complex problems
- Ability to prioritize and multitask
- Knowledge about HR tools including HRBP & HRIS

CERTIFICATIONS

- **2022**
 - Certificate in Soft-Skill Training (2022)
- **2021**
 - MDP Certificate in PoSH Act 2013
 - Certificate for Boot Camp Business Process Management Training
 - Certificate in Advanced MS Excel
 - Certificate in Strategies for Managing Personal Finance including Mutual Funds

EDUCATIONAL CREDENTIALS

G L Bajaj Institute of Management and Research, Greater Noida

Master of Business Administration- 8.3CGPA (HR and Finance)

2020 - 2022

School of Management Sciences, Varanasi

Bachelor of Commerce - 7.0CGPA

2017 - 2020