



## SUMMARY

Dynamic HR professional with a proven track record of spearheading strategic initiatives and managing end-to-end HR operations. Eager to contribute dynamic skills to drive strategic HR initiatives.

## EDUCATION

### GLA University, Mathura

**MBA - HR** 7.56  
2022 – 2024

### St. Johns College, Agra

**B.Com - Accounting & Finance** 6.81  
2018 – 2021

### Holy Public School, Agra

**12<sup>th</sup> - Commerce** 84.5  
2016 - 2018

### Premier International School, Agra

**10<sup>th</sup>** 8.6  
2015 - 2016

## CERTIFICATIONS

**HR Analytics Master Course** –  
University of California, Irvine

**Compensation Management  
Certification** - Great Learning

**BI** – Coursera

## POR

### Core Member – Finance Club

GLA University 2022 – 2024

### NSS Leader

St. Johns College 2019 - 2020

## SKILLS

- Data Management
- Payroll Management
- Analytical Skills
- SAP, PowerBI, Excel

## PROFESSIONAL EXPERIENCE

### Manager – HR Generalist

Dec 2023 - Present

### Anju Motors

- Developed 9 KPI's Performance Measurement Metrics for measuring the performance that help the employees for measuring their own performance and monthly KRA's in alignment with organizational objectives to enhance employee performance.
- Revamped organizational design to adapt to evolving business requirements.
- Responsible for Talent Acquisition including sourcing, screening, interviewing the selected candidates Strategically planned hiring phases to meet current and future needs & completed the 1st phase by recruiting 2 managerial position 10 executive profiles.
- Successfully handled end-to-end onboarding of new hires, including issuing offer letters, stakeholder interactions, and system familiarization.
- Manage the Attendance and Leave with the help the software HRMKing.
- Effectively oversaw a range of HR duties, including payroll calculations, incentive schemes, and documentation management, utilizing advanced data management systems (DMS) Additionally, facilitating review meetings and quarterly discussions, presenting key insights and strategic recommendations to senior management.
- Crafted detailed job descriptions for 10 profiles & posted them on job portals – LinkedIn, Indeed & Naukri.

### HR - Executive

Sep'2021 - Apr'2022

### AD Textile

- Posted the job description on the job portals – LinkedIn, Naukri and Indeed.
- Shortlisted the relevant applications and took a telephonic assessment for the further interview rounds.
- Coordinated with the team in the hiring process starting from need assessment to onboarding the candidate.
- Drafted offer letters and other documents to the new hires and onboarded them successfully.

### Management Trainee

Mar'2021 - Aug'2022

- Prepared the job descriptions for the managerial profiles.
- Organized the various employee engagement activities for enhancing team work & coordination among them.
- Maintained attendance and leave data with the help of software ESL
- Prepared and Drafted offer letters and service agreement to the employees

### HR Internship

June'2023 - Aug'2023

### Allied Essence Manpower Solutions

- Developed job descriptions (JDs) for managerial positions, ensuring alignment with organizational needs and industry standards for Jubilant Foodworks, and posted them on the job portals like LinkedIn & Naukri.
- Handled telephonic Interviews, resume screening and documentation process of selected employees.
- Crafted JDs for 6 managerial roles, aligning behavioral and functional competencies.
- Successfully hired 3 candidates for Domino's and 2 candidates for Popeyes.

### Business Development Internship

May'2023 - Jul'2023

### Motion Academy

- Worked with team as a counsellor, effectively convert leads and provided counseling to over 700 parents, achieving a 35% conversion rate within three months.