

SANIYA SHAIKH

HUMAN RESOURCE BUSINESS PARTNER

PROFILE

A diligent Human Resource professional with 4 years of experience in HR operations & TA, specialised in Software Industries, Startups, B2B SaaS, Tech and Non-Tech Hiring.

EXPERIENCE


DELTATECH GAMING LTD

Assistant Manager- HR

2023 - Present

- Implementing and maintaining HRIS tool(Darwinbox) for a head count of 200 plus employees.
- End to End Talent Acquisition efforts from various roles across various positions .
- Designing Employee benefits plans for 200 plus employees
- Creation and Maintaining Employee Handbook in accordance to compliances with policy & updates
- Attendance management via Zoho HRMS
- Creating, maintaining and updating employee documentations eg offer letter, NDA, NS agreements
- Creation & Management of onboarding to exit processes eg checklist set-up, creating induction ppt, trackers etc
- Vendor management & Asset management- negotiation till finalization
- Managing Labour Law compliances eg. shops & establishment certificate, audits, and compliance related data
- Creation of Employee Posh Session and Grievance Management systems
- Conducting and Planning employee Training sessions
- Creation of learning and development plans
- Organising employee engagement programs onsite & remote
- Maintain regular communications with team on departmental and individual level performance expectations

CONTACT

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SKILLSETS

- Talent Acquisition
- Induction and Onboarding
- HRIS /HRMS (Zoho, Darwinbox , Keka HR)
- Document management system (docusign)
- Grievance Management
- ATS (Greenhouse, Joboid, Darwinbox,Zoho)
- Vendor Management
- Asset Management
- Exit formalities
- Payroll data Management
- Process streamlining
- Training and development
- Team Communication
- Employee Benefits Design
- Employee Engagement
- Hiring metrics and Funnels

EDUCATION

MBA - HUMAN RESOURCE MANAGEMENT

Goa Business School
2019

BACHELOR OF ARTS

Economics & Political Science
2015 - 2017

COURSE & CERTIFICATION

Designing performance
management system

LOCKSTEP BY SAGE

Human Resource- Business Partner
2021 - 2023

- Implementing and maintaining HRIS tool for a head count of 120 employees.
- End to End Talent Acquisition efforts from various roles across Tech & Non Tech Positions like Customer Success, Business Development & Full-Stack Development.
- Instrumental in creating talent attraction strategies
- Boosted employee engagement efficiency by 40% in a remote set up
- Creating, maintaining and updating employee documentations eg offer letter, NDA, NS agreements
- Created & Formulated onboarding to exit processes and eg checklist set-up, account creation, tools access, documentation and asset allocation for the new hires.
- Vendor management & Asset management- negotiation till finalization
- Ensuring 100% PEOPLE SUCCESS: Employee benefits designing Employees wellness and social wellbeing in remote setup for 120 employees
- Planned & strategized engagement policies to reduce declining ratio by 60%
- Proactive member in scaling up team from 50 to 130
- Grievance Management & Educate team members on compensation practices, including compensation, performance feedback, performance calibration, and career transitions.
- Taking initiatives for organising employee training sessions

LANDMARK INSURANCE BROKERS

H.R Recruiter Generalist
2019- 2020

- Zonal HR for The company handled end to end employee life cycle
- Handling Talent Acquisition for Sales & BPO team along with campus placement
- Managing internal HRMS tool for the organisation .
- Conducting Employee Engagement activities
- Onboarding to exit checklist and processes
- Creation of PIP plans along with performance management system
- Grievance management and documentation
- Overseeing administrative initiatives
- Educate team members on compensation practices, including compensation, performance feedback, performance calibration, and career transitions.

SAMYOJAK CONSULTANCY

Intern Turned Consultant

2018- 2019

- Designing job description and job specifications
- Job analysis and client and customer relations
- Handling job portals and ATS (Jobsoid)
- Worked on G-suite
- Outbound and Inbound hiring efforts
- Boolean and x-ray searches
- Managing cliental meetings and interactions
- Networking and business development
- Screening and interviewing
- Organizing and conducting recruitment drive