

Sanaboina Snigdha, Human Resource

Bangalore, India, 7347432374, snigdha.sanaboina@gmail.com



www.linkedin.com/in/snigdha-sanaboina-a7a008254

PROFILE

Motivated HR Generalist with progressive experience in human resources. Adept at navigating ambiguity and managing multiple priorities simultaneously. Trusted advisor known for building strong relationships across departments. Swift learner looking to contribute strong organization and problem-solving skills to support all areas of HR in a fast-paced environment.

EMPLOYMENT HISTORY

Jan 2023 — Present

HR Executive, The Yellow Dwelling

Bengaluru

Recruitment:

- Developed talent strategies to address organizational needs
- Maintained candidate databases and streamlined talent acquisition processes
- Conducted employee onboarding and continuously improved onboarding experiences
- Maintained employee files and records in both electronic and paper form

Learning & Development:

- Developed and executed learning strategies aligned with organizational objectives
- Stayed updated with the latest trends in learning and development
- Promoted various programs to create an engaged workforce
- Tracked budgets, negotiated contracts, and maintained a network of training vendors

Performance Management:

- Executed the performance management process throughout the year

HR Policies & Procedures:

- Provided support to employees regarding HR policies and guidelines
- Reviewed existing policies and procedures to ensure their progressive outlook

Compensation, Benefits & Rewards Management:

- Designed and established compensation frameworks/models for effective planning
- Administered compensation and benefit programs, including retirement plans and insurance policies
- Guided and coached management colleagues on rewards and benefits frameworks
- Conducted research and analysis on benefits plans, programs, and policies

Nov 2022 — Jan 2023

HR Intern, JetHire

Bengaluru

- Screened resumes, conducted behavioral interviews with a panel of professionals and checked references of candidates.
- Scheduled interviews, assessed applicants' documents.
- Assisted with the full cycle of recruiting posting positions, sourcing resume, initial phone screening, and final offers.
- Coordinated and conducted orientation and onboarding for new hires.
- Recruited students for BDT role in campus job fair for a E-Learning platform.

Nov 2020 — Mar 2022

Proprietor, Vikat Foods

Phagwara

- Owned and maintained a restaurant and pickle business. Interacted with several food vendors.
- Analysed data on consumer perceptions of goods and services in order to construct a plan.
- Reviewed sales and activity reports to measure productivity.
- Led and guided team members in efficient operations, processes, and methodologies. prepared for and carried out the introduction of new menus.
- Problem issues were quickly identified and events were properly handled to everyone's satisfaction.

Jan 2018 — Jan 2019

Head event manager, Jhankaar

Jalandhar

- Events were planned in accordance with the specifications.
- Budgets and expenses were managed.
- Permits were obtained and sponsorship were handled.
- Provided optimal assistance to the General Manager and handled a variety of tasks.

Aug 2017 — Sep 2017

Company Coordinator, Punjab Mega Job Fair

Jalandhar

- Handled the applicants for the corporate interview and set up the location and necessary paperwork for the firm.
- Updated both the company's officials and the candidates on the process.

EDUCATION

Aug 2023 — Nov 2024	Golden Gate University , powered by Upgrad	San francisco
	Master of Business Administration	
Aug 2016 — Dec 2020	Lovely Professional University	Jalandhar
	Graduated with majors in Electronics and Communication and minors in Entrepreneurship.	

SKILLS

Recruitment	Employee Management
Communication	Performance Management
Employee Relations	Asset Management
Policy Management	Microsoft Office

LANGUAGES

English	Highly proficient	Telugu	Native speaker
Hindi	Highly proficient		