**Hasinee Sreeja**  
Email: [hasineesreeja@example.com](mailto:hasineesreeja@example.com) | Phone: (123) 456-7890 | LinkedIn: linkedin.com/in/hasineesreeja

### ****Professional Summary****

Results-driven and strategic **HR Manager** with over 5 years of experience in talent acquisition, employee relations, and performance management. Adept at creating and implementing HR policies that enhance workplace culture and productivity. Strong leadership, problem-solving, and organizational skills with a focus on aligning HR strategies with business objectives.

### ****Core Skills****

Recruitment & Talent Acquisition

Employee Relations & Engagement

Performance Management

Compensation & Benefits Administration

HR Policies & Compliance

Training & Development

Conflict Resolution

HRIS & Payroll Management

### ****Work Experience****

#### ****HR Manager**** | ABC Corporation | Jan 2020 - Present

Led the recruitment and onboarding process, successfully hiring and integrating over 100 employees.

Designed and implemented performance appraisal systems that improved employee productivity by 20%.

Developed employee engagement programs, reducing attrition by 15%.

Ensured HR policies were compliant with labor laws and company goals.

#### ****HR Executive**** | XYZ Solutions | May 2017 - Dec 2019

Assisted in talent acquisition and conducted over 200+ interviews.

Coordinated training and development programs to enhance workforce skills.

Handled employee grievances and implemented solutions for workplace harmony.

### ****Education****

**Master’s in Human Resource Management**  
XYZ University, 2017

**Bachelor’s in Business Administration**  
ABC College, 2015

### ****Certifications****

Certified Human Resources Professional (CHRP)

Strategic HR Leadership Certification

### ****Soft Skills****

Strong Communication

Leadership & Team Management

Decision Making

Conflict Resolution

Adaptability

### ****References****

Available upon request.