

Aniket Rana

170, Main Bazar, Ranasan

District – Sabarkantha, Gujarat – 383305

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Professional Summary

Experienced and proactive **HR Manager** with **3.5 years** of comprehensive experience in Human Resource Management, including **recruitment, onboarding, employee relations, performance management, payroll**, and **strategic HR planning**. Demonstrated expertise in driving **employee engagement** and **organizational development** while ensuring full compliance with HR policies and labor laws. MBA in Human Resources from **Saurashtra University**, with a proven track record of contributing to business growth through effective HR practices.

Professional Experience

HR Manager

Bhurawala Group | Ahmedabad, Gujarat

January 2022 – June 2025 (3.5 years)

Key Responsibilities:

- Oversaw end-to-end HR operations, including **recruitment, onboarding, employee relations**, and **performance management**.
- Developed and implemented HR **policies and procedures** aligned with company goals and **legal compliance**.
- Managed **payroll processes**, compensation structures, and **benefits administration**, ensuring timely and accurate disbursements.
- Drove **employee engagement** and **organizational development** initiatives to foster a positive workplace culture.
- Handled **conflict resolution** and **grievance management**, promoting a collaborative and supportive environment.
- Advised senior management on **strategic HR matters**, including **workforce planning, talent management**, and **succession planning**.
- Monitored **HR metrics** and prepared reports for management to enable data-driven decisions.
- Coordinated **learning and development programs** to support continuous employee growth.
- Ensured **statutory compliance** with all labor laws and HR-related regulations (PF, ESI, Gratuity, Bonus, Shops & Establishments Act).

Key Achievements:

- Implemented a new **performance management framework**, improving employee productivity by **20%**.

- Reduced employee attrition by **18%** through enhanced engagement programs and improved onboarding practices.
 - Automated **payroll and HR operations**, increasing efficiency and accuracy by **30%**.
 - Spearheaded key HR initiatives during company expansion, hiring **100+ employees** across various departments.
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Education

MBA – Human Resources

Saurashtra University, Gujarat

Graduation Year: **2018**

BBA – Finance

HNGU University, Gujarat

Graduation Year: **2016**

Higher Secondary (Commerce)

Gujarat Board

Graduation Year: **2013**

Secondary School

Gujarat Board

Graduation Year: **2011**

Skills

- Talent Acquisition & Recruitment
 - HR Policy Development & Compliance
 - Payroll & Compensation Management
 - Employee Engagement & Retention
 - Conflict Resolution & Grievance Handling
 - Performance Management Systems
 - Workforce Planning & HR Strategy
 - Organizational Development
 - Learning & Development Programs
 - HR Analytics & Reporting
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Languages

- English — Proficient
 - Hindi — Fluent
 - Gujarati — Native
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Extracurricular Activities

- Participated in **Chaos Event** at **IIM Ahmedabad**
 - Anchored **cultural events** at **Saurashtra University**
 - Winner in **BBA-level singing competition**
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Personal Details

- Date of Birth: **21st March 1996**
 - Languages Known: **English, Hindi, Gujarati**
 - Marital Status: **Unmarried**
 - Nationality: **Indian**
 - Hobbies: **Singing, Listening to Music**
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Declaration

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Date:

Place: Himmatnagar

(Aniket Rana)