

Ananya Sharma

Email: ananya.hr@gmail.com

Phone: 9XXXXXXXXXX

Location: India

Objective

HR professional with strong skills in recruitment, employee relations, and HR operations.

Skills

Recruitment, Talent acquisition, Employee relations, HR analytics, Training and development, Performance management, Compliance, Communication, Conflict resolution, MS Excel

Experience**HR Executive**

ABC Solutions Pvt Ltd

- Handled end to end recruitment
- Conducted interviews and onboarding
- Managed employee records and attendance
- Coordinated training programs
- Supported performance appraisal process

Education

MBA in Human Resources

XYZ University

Certifications

HR Analytics Basics

Labor Law Compliance

Strengths

Good communication, Team coordination, Problem solving