

**Ananya Sharma**

Email: ananya.hr@gmail.com  
Phone: 9XXXXXXXXX  
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