

AZUKA GAZI

HR Manager

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EXPERIENCE

Human Resource Manager

One Health Assist

📅 02/2025 - Present 📍 Delhi, India

A health management company

- Oversaw end-to-end operations, including attendance management and overall HR administrative tasks
- Handled recruitment and new talent acquisition processes for over 15+ full-time hires
- Demonstrated expertise in sourcing, screening, end-to-end recruitment, interviewing, reporting, and salary negotiation across junior to senior-level positions
- Proficient in using major online job portals including Naukri, Indeed, LinkedIn, and various social networking platforms for effective talent sourcing
- Successfully improved employee satisfaction by 25% by enhancing benefits programs, improving communication strategies, and implementing mentorship programs and revised performance review systems
- Implemented HR policies and procedures aligned with company objectives and compliant with labor laws
- Built and maintained HR dashboards and MIS reports for senior management decision-making
- Acted as a liaison between employees and management to resolve conflicts and maintain a positive work environment

Human Resource Manager

Lamlord Ventures Pvt. Ltd

📅 02/2023 - 01/2025 📍 Mohali PB

A company specializing in web development solutions and digital marketing services

- Expertise in handling various HR operations like Administration, Recruitment
- Collaborated with new employee onboarding and ensured completion of all preemployment forms within 48 hours
- Handled new talent acquisition and recruitment processes for over 35 full-time hires
- Expertise in the areas of Sourcing, Screening, Recruitment (end to end recruitment), Reporting, Interviewing, Salary Negotiation at junior to senior level positions
- Achieved a 25% improvement in employee satisfaction scores by expanding benefits programs and improving communication channels and by developing mentorship programs and revising performance review systems

IT Recruiter

Voyager Partners PVT LTD

📅 08/2022 - 02/2023 📍 Panchkula HR

A leading consulting and professional services company specializing in progressive technology, corporate finance, and tax-efficient structuring of companies

- Screened resumes and conducted pre-screen interviews
- Collaborated with internal and external clients to understand hiring needs and goals
- Analyzed employment-related data and prepared reports

SUMMARY

I am a dynamic HR Manager focused on enhancing talent and organizational performance. With experience in bridging management and employee relations, I have effectively managed recruitment processes and fostered an ideal work culture. I am dedicated to streamlining HR operations and ensuring employee engagement to achieve overall workforce efficiency

STRENGTHS



Effective communicator

Strong communication with proven employee satisfaction improvement



Employee satisfaction improvement

Successfully improved employee satisfaction by 25% through effective benefits programs



Performance management

Developed performance review systems for fair and transparent assessments

SKILLS AND EXPERTIES

Administration

Recruitment

Scanning and Sourcing

maintaining KPIs

Staffing and Performance Management

Salary Negotiation

HR Policies

Payroll management

Interviews

Employee engagement

KEY ACHIEVEMENTS



College Achievements

Achieved a 96% attendance award in graduation and organized various college events, demonstrating strong leadership and organizational abilities

EDUCATION

MBA

Dev Bhoomi Uttarahand University

08/2021 - 06/2023 Dehradun UK

Bachelor's in Business Administration

Hi-Tech Institute of Engineering and Technology

08/2018 - 06/2021 Ghaziabad

LANGUAGES

English

Native



Hindi

Proficient



KEY ACHIEVEMENTS



Course Achievement

Completed a course on computer concepts and acted as a student coordinator for the Training and Placement Cell.

TRAINING / COURSES

Computer Concepts Course

Completed a course on computer concepts and acted as a student coordinator for the Training and Placement Cell

