

ANIKET THAKUR

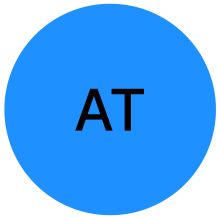
HR Manager

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Hamirpur (Himachal Pradesh), Currently live in Mohali, Punjab



SUMMARY

I am an HR Manager with a rich academic background in HR and Marketing, complemented by practical experience in HR operations and IT and non-IT recruitment. My diverse skill set includes expertise in employee relations, staffing, payroll management, HR policies and recruitment strategies. I am passionate about contributing to organizational success through exceptional HR support, and I thrive in fast-paced environments.

EXPERIENCE

HR Manager

CyberPoint Pvt.Ltd.

10/2023 - Present Mohali, India

A company specializing in Web development solutions and Digital Marketing services.

- On role as an HR Manager
- Expertise in handling various HR operations like Administration, Recruitment, Payroll, legal terms, HR policies, Employee Relation, Staffing and performance management
- Administered company-wide compensation and benefit plans for 30+ employees
- Collaborated with new employee onboarding and ensured completion of all pre-employment forms within 48 hours
- Handled new talent acquisition and recruitment processes for over 15+ 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
- Expertise in handling various online Job Portals like: Naukri, LinkedIn, references & other social networking sites
- 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

Netzen Softech Pvt.Ltd.

03/2023 - 09/2023 Panchkula, India

A technology firm specializing in IT solutions and services.

- On role as an IT recruiter
- Experienced in the field of communication with customer to understand their requirements
- Expertise in the areas of Staffing, Recruiting, Sourcing, Screening, Reporting, Vendor Management, Interviewing, Client Handling, Salary Negotiation
- Experience in HR Recruitment. Proficient in recruiting candidates from all levels Junior Level to Senior Level
- Expertise in handling various Job Portals like: Naukri, LinkedIn, referencing, social networking sites

EDUCATION

MBA - HR and Marketing

Indo Global College of Management and Technology

09/2021 - 05/2023 PTU Jalandhar

B. Tech - Civil Engineering

Career Point University

08/2017 - 05/2021

Intermediate (12th)

HPBOSE

04/2016 - 03/2017

Matric (10th)

HPBOSE

04/2014 - 03/2015

STRENGTHS



Interpersonal Skills

Strong interpersonal and communication skills, punctual and self-motivated.



HR and Communication Skills

Proficient in HR operations and Recruitment, skilled in contract negotiations and public speaking.



Leadership and Time Management

Able to perform under pressure with effective time management and leadership capabilities.

SKILLS

Administration

Recruitment

Payroll

HR policies

Employee Relation

Staffing and performance management

Maintaining KPIs

Interviews

Sourcing and Screening

Salary Negotiation

PROJECTS

HR and Engineering Projects

12/2022 - 06/2019 Mohali and CPU Hamirpur

Various HR and engineering related projects and training.

- Completed 45 days industrial training in HR and Marketing at S. K enterprises (3M distributor) at industrial area phase 9, Mohali.
- Developed a project report on Employee Relations and marketing distribution system (Dec 2022).
- Conducted an analysis of Rain Water Harvesting System at CPU Hamirpur (H.P.) (June 2019).

PASSIONS



Outdoor Activities and Sports

Participates in various activities such as hiking, traveling, riding, and playing cricket.



Touring and Traveling

Visit several exploring places include road trips, camping, and tracking.



Media and Music Enthusiast

Enjoys listening to podcasts and music.