

**ANSHIKA KASHYAP**  
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**Professional Summary:** Compliance & HR Ops specialist with 3+ years of experience leading ethics, compliance, onboarding and risk mitigation program across large scale HR operations. Proven ability to manage global compliance standards, background verification (BGV), and SLA-driven service delivery for 10,000+ employees. Adept at partnering with business leaders to align HR strategies with organizational goals, enhance employee engagement, and drive operational excellence. Proven track record in optimizing HR processes, managing complex HR projects, and implementing strategic HR initiatives. Seeking to leverage my expertise in a Human Resources Business Partner (HRBP) or HR Operational role to contribute to business success and foster a positive workplace culture.

**Core Competencies:**

- Induction & Orientation
- Employee Relations & Engagement Audit
- Compensation & Benefits Management
- Onboarding & Offboarding
- Rewards and Recognition

**PROFESSIONAL EXPERIENCE**

**Intern (HR recruiter) (3Months)**  
**HCLTECH Pvt. Ltd, India**

- Managed end-to-end recruitment cycle, from job requisition to onboarding, for IT & Non-IT roles
- Collaborated with hiring managers to define role requirements, write job descriptions, and create sourcing strategies.
- Sourced candidates through LinkedIn, job boards, referrals, and recruitment events, building a strong talent pipeline.
- Screened resumes, conducted phone and in-person interviews, and assessed candidate fit based on role criteria.
- Actively sourced and screened the high volume of student resumes and applications. Conduct initial interviews and assessments to evaluate candidate's skills and cultural fit.

**Associate Executive (HR Services)**

**HCLTECH Pvt. Ltd, India (9th May'22 – Till now)**

1. **HR Strategy & Systems Management:** Develop and implement company-wide HR strategies, policies, and frameworks to support business growth and employee development.
2. **Leadership Collaboration:** Regularly engage with senior management to assess talent needs and align HR practices with evolving organizational goals.
3. **Talent Acquisition & Recruitment:** Oversee the entire recruitment lifecycle-including sourcing, screening, and onboarding-across technical and non-technical roles via internal and external channels.
4. **Employee Lifecycle Management:** Ensure timely execution of employee documentation such as LOIs, appointment letters, confirmations, promotions, increments, and exit formalities.
5. **Onboarding & Induction:** Lead the onboarding process for new employees, including induction programs, bank formalities, and statutory compliance setup.

6. **HRMS & Documentation:** Manage employee data via HRMS software and maintain accurate records for personnel files, status changes, and statutory updates.

7. **Payroll & Attendance Administration:** Supervise payroll processes, attendance tracking, and salary disbursements while ensuring adherence to labor laws and tax compliance.

8. **Employee Engagement & Culture:** Design and implement innovative employee engagement and welfare initiatives that boost morale, productivity, and retention.

9. **Grievance Redressal & Compliance:** Handle employee grievances, conduct exit interviews, enforce disciplinary actions, and maintain compliance with labor laws and internal policies.

10. **Performance & MIS Oversight:** Manage the performance appraisal process and maintain periodic MIS reports related to HR operations, including staffing changes, exits, and transfers.

### **QUALIFICATION:**

- **Master's in Business Administration** in Tours & Travels from Lucknow University (2020-2022)
- **Bachelor of Business Administration** from Babu Banarasi Das University (2017-2019)

### **ADDITIONAL INFORMATION :**

- Language : English , Hindi
- Tools : Smart service Desk , HRIS, MS office, ITime, USP (Unified service provider), ionboard.

### **Technical Skills:**

- HCM (SAP Success Factors) MIS (Management Information System)
- HRIS (Human Resource Information Systems)
- SSD (Smart Service Desk)
- USP (Unified Service platform)
- itime (Time management)

### **Soft Skills:**

- Leadership & Team Collaboration
- Strategic Thinking & Problem Solving
- Excellent Communication & Negotiation
- Analytical & Data-Driven Decision Making
- Time Management & Adaptability

### **Hobbies :**

- Dance : Allows me to express myself in a unique & beautiful way
- Travelling : Enthusiastic explorer with a passion for experiencing new cultures.

**LANGUAGE:**

- Hindi: Native
- English: Business Proficient