

## Professional Summary

Results-driven HR leader with 12+ years of experience in strategic HR, talent management, and organizational development. Proven track record of driving employee engagement, process improvements, and business growth through effective HR initiatives. Skilled in HRMS implementation, compensation & benefits, and stakeholder management.

## Professional Experience

### Head of Human Resources (HR10)

Inazuma.co | January 2020 - Present

### Senior HR Manager (HR8)

NovaTech Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Improved employee engagement by 30% through targeted initiatives
- Successfully implemented a new HRMS, reducing manual processes by 50%

#### **Responsibilities:**

- HR Business Partnering
- Talent Acquisition & Management
- Performance Management & Appraisal

### HR Manager (HR6)

Pinnacle Solutions | March 2015 - May 2018

#### **Key Achievements:**

- Developed and executed a comprehensive training program, enhancing employee skills by 25%
- Streamlined recruitment processes, reducing time-to-hire by 40%

#### **Responsibilities:**

- Recruitment & Selection
- Employee Relations & Conflict Resolution
- Benefits Administration

### HR Generalist (HR4)

Apex Industries | January 2012 - February 2015

#### **Key Achievements:**

- Assisted in the development of an employee handbook, ensuring compliance with labor laws
- Coordinated employee onboarding, resulting in a 95% retention rate

#### **Responsibilities:**

- HR Administration
- Employee Onboarding & Orientation
- Basic HR Analytics

## **Education**

### **Master of Business Administration (MBA) - Human Resources**

University of Michigan - Ross School of Business | 2012

## **Technical Skills**

#### **HR Systems & Tools:**

- HRMS Implementation & Administration
- Payroll Management
- HR Automation

#### **Talent Management & Acquisition:**

- Talent Acquisition & Management
- Technical Recruiting
- Executive Search

#### **Employee Engagement & Development:**

- Employee Engagement
- Training & Development
- Performance Management & Appraisal

#### **Operational & Analytical:**

- Vendor Management
- MIS (Management Information System)
- HR Analytics

#### **General Business:**

- Sales

- Team Management
- Time Management