

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