

Professional Summary

Results-driven Senior HR Executive with 12+ years of experience in driving operational excellence, leading high-performing teams, and implementing strategic HR initiatives in the banking and services sectors. Proven track record of process improvements, talent acquisition, and workforce management.

Professional Experience

Senior Process Executive - HR (HR09)

Inazuma.co | January 2020 - Present

HR Manager

Nexus Bank | June 2018 - December 2019

Key Achievements:

- Reduced time-to-hire by 30% through process streamlining and effective recruitment strategies.
- Improved employee engagement by 25% through targeted initiatives and feedback mechanisms.

Responsibilities:

- Managed a team of HR coordinators, providing guidance and support.
- Developed and implemented HR policies and procedures.

HR Generalist

Pinnacle Services | March 2015 - May 2018

Key Achievements:

- Successfully coordinated large-scale recruitment drives, resulting in a 95% fill rate.
- Enhanced employee onboarding experience, leading to a 40% increase in new hire satisfaction.

Responsibilities:

- Handled full-cycle recruitment, from job postings to offer extensions.
- Administered employee benefits and ensured compliance with labor laws.

HR Coordinator

Apex Financials | January 2012 - February 2015

Key Achievements:

- Improved data accuracy by 90% through diligent record-keeping and audits.
- Assisted in the development of training programs, enhancing employee skills.

Responsibilities:

- Maintained accurate and up-to-date employee records.
- Provided administrative support for HR initiatives and events.

Education

Master of Business Administration (MBA) - Human Resources

University of Michigan - Ross School of Business | 2012

Technical Skills

Productivity Software:

- Microsoft Office
- Google Workspace

Data Analysis:

- Microsoft Excel
- Tableau

HR Systems:

- Workday
- BambooHR

Soft Skills:

- Team Management
- Communication
- Problem-Solving