

## Professional Summary

Results-driven Head of Talent Management with 12+ years of experience in the Retail Industry, driving business growth through strategic talent acquisition, management, and development. Proven track record of designing and implementing effective HR policies, fostering a culture of high employee engagement, and leading cross-functional teams to achieve organizational objectives.

## Professional Experience

### Head of Talent Management (HR09)

Inazuma.co | January 2020 - Present

### Senior Talent Acquisition Manager (HR07)

RetailMax Inc. | June 2018 - December 2019

#### **Key Achievements:**

- Reduced time-to-hire by 30% through process optimization and strategic vendor management.
- Improved candidate satisfaction ratings by 25% via enhanced interview experiences.

#### **Responsibilities:**

- Led a team of recruiters in sourcing and hiring top talent across various retail segments.
- Developed and managed recruitment budgets, ensuring cost-effectiveness without compromising quality.

### HR Generalist (HR05)

ShopEase Ltd. | March 2015 - May 2018

#### **Key Achievements:**

- Designed and implemented an employee recognition program, resulting in a 20% increase in employee retention.
- Successfully managed the HRIS system, ensuring data accuracy and compliance.

#### **Responsibilities:**

- Handled full-cycle recruitment, employee onboarding, and benefits administration.
- Provided support in performance management, employee relations, and policy development.

### Recruitment Coordinator (HR03)

Retail Solutions Corp. | January 2012 - February 2015

**Key Achievements:**

- Streamlined the recruitment process, reducing hiring timelines by 15%.
- Maintained a 95% candidate satisfaction rate through effective communication.

**Responsibilities:**

- Coordinated job postings, interviews, and candidate follow-ups.
- Assisted in the development of recruitment materials and employer branding.

## Education

**Post Graduate Diploma in Business Management (PGDBM) - Human Resources**  
Indian Institute of Management, Bangalore | 2011

## Technical Skills

**HR Management:**

- Employee Engagement
- Performance Management
- Talent Acquisition
- Talent Management
- Personnel Management
- Management
- Employee Relations
- Performance Appraisal

**Recruitment & Sourcing:**

- Recruiting
- Screening
- Recruitments
- Technical Recruiting
- Sourcing

**Business & Strategy:**

- Business Development
- Business Strategy
- Organizational Development

**HR Systems & Policies:**

- HR Policies
- HR Consulting
- Compensation & Benefit
- Compensation & Benefits
- HRIS
- Human Resources Information Systems (HRIS)

**Leadership & Team Management:**

- Leadership
- Team Management
- Vendor Management