

Professional Summary

Results-driven HR Executive with 12+ years of experience in Talent Development and Human Resources, driving business growth through strategic HR initiatives, team management, and process optimization. Proven track record of improving employee engagement and retention across diverse industries.

Professional Experience

Senior Vice President - Talent Development & HR

Inazuma.co | January 2020 - Present

Director - Human Resources

NovaTech Inc. | June 2015 - December 2019

Key Achievements:

- Developed and executed a comprehensive onboarding program, resulting in a 30% increase in new hire retention.
- Successfully implemented a performance management system, leading to a 25% improvement in employee productivity.

Responsibilities:

- Managed a team of HR professionals, providing guidance and support.
- Collaborated with senior leadership to design and implement HR strategies aligned with business objectives.

Senior HR Manager

Pinnacle Solutions | March 2012 - May 2015

Key Achievements:

- Designed and delivered training programs, enhancing employee skills and contributing to a 20% increase in job satisfaction.
- Streamlined HR processes, reducing operational costs by 15%.

Responsibilities:

- Coordinated employee relations, ensuring a positive work environment.
- Participated in the development of HR policies and procedures.

HR Manager

Apex Industries | August 2009 - February 2012

Key Achievements:

- Implemented an employee recognition program, boosting morale and reducing turnover by 12%.
- Assisted in the recruitment process, ensuring timely filling of open positions.

Responsibilities:

- Administered benefits and compensation packages.
- Maintained accurate and up-to-date HR records.

Education

Post Graduation Diploma in Human Resources

University of Manchester Business School

Relevant Coursework:

- Strategic Human Resource Management
- Organizational Behavior
- Talent Management and Development

Technical Skills

Human Resources:

- HR Policies
- Employee Relations
- Onboarding
- Human Resources Information Systems (HRIS)

Management:

- Team Management
- Performance Management
- Leadership Development

Software:

- HRIS (Workday, BambooHR)
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)