



Shikha Sinha

HR Operations Executive

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Summary

HR Operations Executive with 4 years of experience in HR Operations, Talent Acquisition and Employee Lifecycle management. Expertise in recruitment, onboarding, employee engagement, PMS, vendor management, and developing HR strategies and enhancing employee satisfaction.

Skills

Employee Life Cycle Management



Recruitment & Onboarding



Performance Management



Employee Engagement



Negotiation Skills



Interests

Video Game

Dance

Travel

Languages

English



Hindi



Experience

Luke Coutinho Holistic Healing Systems November 2023 - Present

HR Operations Executive

- Led end-to-end Talent Acquisition, including salary negotiations, offer rollouts, and closure of positions, improving conversion rates from 2.67% to 7.33%, while implementing cost-effective recruitment strategies to optimize processes and reduce costs.
- Managed the Employee Lifecycle, overseeing recruitment, onboarding, performance management, and exit processes, ensuring smooth transitions at each stage.
- Streamlined onboarding, induction, and joining formalities, enhancing new hire experience and ensuring compliance.
- Optimised exit management processes, ensuring efficient off-boarding while maintaining positive relationships with departing employees.
- Planned and executed employee engagement initiatives, gathering feedback and boosting workplace morale and participation.
- Developed and managed PMS, aligning performance with organisational goals and driving productivity.
- Handled vendor management and implemented recognition programs, improving employee satisfaction and retention.
- Aligned HR strategies with business goals, contributing to organisational growth and improved employee retention.

Scaler Academy (Interview Bit)

January 2021 - May 2023

Associate Operations Executive

Pune

- Handled end-to-end IT & Non-IT hiring, ensuring timely fulfilment of talent requirements.
- Led employee engagement activities, organising initiatives to enhance workplace culture and morale.
- Managed induction and onboarding processes, ensuring a smooth transition for new hires.
- Coordinated with stakeholders to streamline hiring strategies and improve recruitment efficiency.

Education

Institute of Management and Entrepreneurship

2019 - 2021

Development, Pune

Masters (MBA)

Human Resources Management

9.6 CGPA

MSU Baroda

2015 - 2018

Human Resources Management

B.com (Honours)

65%