

Akshita Anand

Corporate Professional, MBA

An enthusiastic and hardworking individual having zeal to learn. Looking forward to be part of work culture that provides me the opportunity to put my skills to its best use. I'm an MBA qualified professional with successful 4+ years of work experience in automobile & healthcare industry. Looking forward to leverage my knowledge and experience into an organization that benefits mutual growth and success.

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CORE COMPETENCIES & SKILLS

Communication & Interpersonal | Planning & Facilitation | Data Analysis | Problem Solving | Decision Making | Team player | Relationship Building | Presentation | Microsoft Office | MIS | Vendor Management

KEY ATTRIBUTES & STRENGTHS

"People Person" who engages easily with all levels | "Employee Advocate" while keeping a focus on organization's overall goals | "Working Manager" who is serious about getting the job done

WORK EXPERIENCE

Kidney Hospital & Lifeline Medical Institutions

HR Manager *Jalandhar, Punjab (Dec'22 – Present)*

- Reporting To: CEO
Department: Administration
- Responsibility: -
 - Recruiting employees at all levels- administrative, professional & technical
 - Staffing & on-boarding employees by formulating induction programs for new recruits and timely execution
 - Executing HR Plans & Policies in conjugation with organization's overall objectives
 - Compensation management for the employee base of up to 250
 - Manpower Planning & Analysis in order to manage the attrition rate
 - Developing and implementing performance appraisal system for the company and coordinating with other line managers
 - Identifying training needs & developing training programs to ensure constant learning & development of employees
 - Handling day to day employee grievances
 - Developing reports for the management for easier data interpretation and taking quick decisions
 - Handled NABH inspection related to HR department

Hyundai Motor India Ltd.

Assistant Manager *HQ Gurugram, Haryana (Jun'18 – Dec'21)*

- Reporting To: Group Head
Department: Premium Channel Strategy
- Responsibility:
 - Multicultural Team Management- With an objective to enhance Premium Car Sales (B2B), have handled premium dealerships of North Zone (States covered- J&K, HP, Punjab, parts of Haryana & Rajasthan). analysis, MIS, software used: BW, SAP, GCRM

Training & Development- Trained & managed a team of 50-100 people with varied designations & age groups (In-person & Digital platforms)

Presentation & Proposals- Prepared and presented projects directly to MD, Director and other top management of HMIL, Hosted All India Level events and conferences

Strategy Planning- Target setting and distribution, forecasting & budgeting of unit allocation

Data Interpretation & Analysis- Incentive & performance check for dealers, market research and competition analysis, MIS, software used: BW, SAP, GCRM
Coordination- Region sales support, B2B sales & marketing (partnered with dealerships), presentation and proposals, manpower training & development, premium cars policy updation and implementation

INTERNSHIP

Kotak Mahindra Bank

Trainee *Manimajra, Panchkula (May'17 – Jul'17)*

- Role & Responsibility (Credit Department):
Understanding company financials for sanctioning loans against working capital, analysis and interpretation of ratios, churning of firm, significance of collateral, KYC and other mandatory documentation, relevance of various departments involved from acquisition to disbursement, credit score, case study analysis

EDUCATION

MBA: Marketing and Finance

Thapar University, Patiala

Score: CGPA 8 *Derabassi campus, Punjab (2016 – 2018)*

Bachelor of Commerce

GGDSD College

Score: 72.5% *Chandigarh (2012 – 2015)*

Higher & Senior Secondary Education

Sacred Heart Convent School

Score: CGPA 8.6 *Chandigarh (2009 – 2012)*

CERTIFICATIONS

- Data Analytics *(Certified by Google) -Ongoing*
- Advance Excel *(Certified by Internshala)*
- Create A Brand Strategy *(Certified by LinkedIn)*

PROJECTS & ACHIEVEMENTS

Appreciated by MD for HR Project titled “Building Innovation Culture” (Millennial Board Committee, HMIL) | Supported HR in smooth onboarding of YTPs (HMIL) | Initiated & organized events in college with substantial profit | House Captain in Thapar University (MBA) | National Level Player (2012)- Handball

LINGUISTIC SKILLS

English | Hindi | Punjabi | French (Basic)