

# Heena Sharma , Sr. Manager - Human Resources

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## Profile

Graduate and have experience of 5+ years in HR Generalist.

## Education

Other	2014
Other	

## Experience

<b>Sr. Manager - Human Resources   Global Assure Pvt. Ltd.</b>	Jul 2022 - Present
Ensures a high level of employee engagement / R&R Contributes to organizational planning Worked closely with Stakeholders to understand their HR issue sand address them. Ensure regular employee connect through regular employee one-on-one meetings / calls. Provides coaching to employees	
<b>Manager - HR   RedroomTechnology Pvt. Ltd.</b>	Dec 2020 - Feb 2022
• Talent Acquisition • MIS and Report Generation • People Management (handling people issues) • Employee Engagement • Employee Communication • Rewards & Recognition • Policy Making • Excellent Management skills • Strong Focus on Execution/Implementation • Leading, motivating and developing team members	
<b>Assistant Manager - HR   Walsons Healthcare Pvt. Ltd.</b>	Oct 2019 - Apr 2020
• Talent Acquisition • MIS and Report Generation • People Management (handling people issues) • Employee Engagement • Employee Communication • Rewards & Recognition • Policy Making • Excellent Management skills • Strong Focus on Execution/Implementation • Leading, motivating and developing team members	
<b>Executive HR   AMP Motors Pvt. Ltd</b>	Mar 2017 - Jul 2019
• Talent Acquisition • MIS and Report Generation • People Management (handling people issues) • Employee Engagement • Employee Communication • Rewards & Recognition • Policy Making • Excellent Management skills • Strong Focus on Execution/Implementation • Leading, motivating and developing team members	

## Skills

Employee Retention , Head Hunting , Onboarding , Employee Grievances , Talent Acquisition