

AKANKSHA SHUKLA

+919582433468 | akankshashukla220190@gmail.com | <https://www.linkedin.com/in/akanksha-shukla-a16a1341/>

HIGHLIGHTS

- Highly-focused and ambitious human resource professional.
- Possess about 7 years of work experience in Background Verification, Backend HR Support, HR Operations, HR Shared Services.
- Astute and proactive problem-solver possessing elevated business and operations acumen honed through progressive learning history and accomplished education.
- Relevant skills: leadership, analytical, data-driven, problem solving, communication, relationship building.

EXPERIENCE

GLOBAL UPSIDE INDIA PVT LTD – A Safeguard Global Company

SENIOR HRSS ASSOCIATE (GPS HR)

2021

- Handling HR operations for APAC Region (Australia, New Zealand, Philippines, Thailand, Malaysia, South Korea, Japan, Bangladesh).
- Employee Onboarding, Employee Induction (NHO), Defined Benefits (Leaves, Salary, Appraisal, Reimbursements), Separation Process, Grievance handling, Internal audits.

GENPACT INDIA PRIVATE LIMITED

PROCESS DEVELOPER (HRSS- HR Operations)

2016 – 19

- Managing Bench and Inter Account Movements, Employee Engagement (Friday Fun, On-spot Awards, Birthday celebrations), Skips, Handling Employee Grievances- Transportation, Conflict Management.
- Managed a PAN India process in HR Shared Services, Tapping Revenue Leakage, Handling HR Operations, maintaining rapport and with all the stakeholders and clients, Internal audits, Conducting interviews.

PINKERTON CORPORATE RISK MANAGEMENT INDIA PRIVATE LIMITED ENPACT INDIA PRIVATE LIMITED

RESEARCH ASSOCIATE (Operations)

2015 – 16

- Managing Pre employment screening, database searches, international verifications (UK, Philippines).
- Internal audits, Supporting Client Account Management team.

CAMIO EXPORTS PVT. LTD.

HR EXECUTIVE

2014 – 15

- Handling HR activities: In-house recruitments, Employee Engagement, Change Implementation, Grievance handling.
- Assisting the client management team.

EDUCATION

Pt. R. K. Shukla College of Law – C.S.J.M University, Kanpur

Bachelor of Legislative Laws (LL. B)

JUL. 2019 – JUN. 2022

Department of Business Administration, Lucknow University

Master of Business Administration (MBA-HR)

AUG. 2011 – MAY. 2014

Dayanand Academy of Management Studies – C.S.J.M University, Kanpur

Bachelor of Business Administration (BBA)

AUG. 2008 – MAY. 2011