



ANUSHA KP

Human Resources Professional



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Bangalore, karnataka 560068

EDUCATION

05/2016

Nehru college of Management
MCA

05/2014

CMS college of science and commerce
BCA

04/2011

Pavithra institute of Commerce and Computer
Diploma in Computer Application

04/2010

Morning Star Higher Secondary
12th Grade

03/2008

St.Thomas Higher Secondary School
10th Grade

SKILLS

- Operations Management
- Cross-functional Team Leadership
- MS Office
- Power BI
- Workday
- Service Now

PROFESSIONAL SUMMARY

Dynamic and results-driven professional with extensive experience in executive-level management. Proven record of success in leading organizations to achieve growth objectives, streamline operations, and improve overall efficiency. Adept at identifying opportunities for improvement and leveraging resources and talent to drive performance and exceed goals.

EXPERIENCE

08/2022 – Present

HRSS Executive

KPMG | KPMG, Bangalore, Karnataka

- **Dynamic Leadership:** Led comprehensive induction and onboarding for significant cohorts, fostering seamless integration for 150–200 new joiners.
- **Operational Excellence:** Orchestrated training sessions, meetings, and conferences, driving operational efficiency.
- **Leadership and Guidance:** Provided effective leadership and guidance to ensure organizational productivity.
- **Learnings & Development:** Provided Continuing Professional Education (CPE) points for employees upon course completion.
- **Pan-India Support:** Acted as the primary onboarding point of contact, supporting locations nationwide.
- **Data-Driven Insights:** Utilized hands-on experience to generate and analyze metrics and reports for informed decision-making.

06/2020 – 07/2022

HR Service Delivery Associate

Accenture Solutions | Accenture Solutions, Bangalore, Karnataka

- **Hire to Retire:** Handled the hire-to-retain process of US and Canadian employees.

- Labour Laws
- Facilitating induction and onboarding programs
- Vendor Management

CERTIFICATIONS

- Employee Engagement
- Performance Management
- HR Strategic Business Partner
- Organizational Learning and Development
- Talent Management
- Learning Management System
- Project Management
- Succession Planning
- Power BI
- Certified Lean Six Sigma AI Yellow Belt

- **Stakeholder Collaboration:** Assisted in employee transfers, promotions, and demotions, ensuring accurate compensation adjustments.
- **Training Data Administration:** Managed mass uploads and updates of employee training data.
- **Talent Acquisition Support:** Collaborated with the Talent Acquisition team to manage employee hire and rehire processes.
- **Exit Management:** Managed comprehensive exit processes, including documentation and termination letters.
- **Reporting and Auditing:** Generated and audited various reports, identifying and resolving duplicate cases.

12/2019 – 05/2020

Associate Quality Engineer

Apoxeo solutions | Apoxeo solutions, Bangalore, Karnataka

- **Supported HR Roles:** In recruitment and background checks.
- **Assisted in Interviews:** Assisted in screening and shortlisting new joiners.
- **Extensive Testing Experience:** Conducted testing on large-scale client-server applications, including web and mobile clients.
- **Defect Management:** Investigated, logged, tracked, and reported bugs using Jira.

08/2017 – 07/2018

TA Acquisition Executive

Hindhuja Global Solution | Hindhuja Global Solution, Bangalore, Karnataka

- **End-to-End Recruitment:** Managed the entire recruitment process from sourcing to offer letter generation.
- **Job Fair Management:** Organized and handled job fairs to attract and recruit potential candidates.
- **Resume Screening & Offer Negotiation:** Evaluated resumes to shortlist candidates based on communication, presentation and alignment with requirements. Negotiated on offers.
- **Client Interaction:** Maintained regular communication with clients to understand their needs and provide updates on recruitment progress.
- **Telephonic Interviews:** Conducted telephonic interviews to assess candidate suitability for various roles.

06/2016 – 02/2017

Customer Service Associate

Concentrix (Former Minacs) | Concentrix (Former Minacs), Bangalore, Karnataka

- **Customer Query Management:** Efficiently handled customer inquiries, ensuring timely and accurate responses.

- ***Issue Escalation:*** Raised and managed escalations to ensure prompt resolution of critical issues.

DECLARATION

I hereby declare that all the information provided in this resume is true and accurate to the best of my knowledge.