

Akshay Seth

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Human Resources Supervisor

Professional Summary

Experienced Human Resources Supervisor with over 5 years of experience in recruitment, onboarding, employee relations, HR compliance, and training. Proven track record in supervising HR teams, maintaining accurate employee records, and implementing HR policies aligned with employment legislation. Strong expertise in performance management and labor law compliance to support a productive and engaged workforce.

Key Responsibilities

- Supervise daily HR operations and guide HR team members.
 - Coordinate end-to-end recruitment including job postings, interviews, and reference checks.
 - Manage onboarding and exit processes for employees.
 - Address employee relations and resolve HR-related issues promptly.
 - Maintain up-to-date employee records including leave and attendance.
 - Implement HR policies, procedures, and ensure labor law compliance.
 - Generate HR reports and analyze data for decision-making.
 - Support internal communication and employee engagement initiatives.
 - Plan and conduct training and development sessions.
 - Handle disciplinary processes and maintain relevant documentation.
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Skills

- Knowledge of HR practices and employment legislation
- Strong communication and interpersonal skills
- Excellent organization and attention to detail
- Proficient in Microsoft Office and HRIS systems
- Discreet handling of confidential information
- Team leadership and coaching capabilities

- Conflict resolution and decision-making skills
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Education

- Bachelor's Degree in Human Resources – ABC University, 2017
- Certified HR Professional (PHR) – 2019