

Anjum Fathima

HR

Results-oriented and detail-focused HR Operations professional with four years of experience in managing HR processes, talent acquisition, and employee engagement. Dedicated to optimizing HR operations to support organizational growth and foster a positive work culture. Seeking a challenging HR role to leverage my skills and contribute to the success of a progressive organization.

✉ s.anjumfathima17@gmail.com

☎ 7795519528

📍 Bangalore

🌐 [linkedin.com/in/anjum-s-4144b1223](https://www.linkedin.com/in/anjum-s-4144b1223)

WORK EXPERIENCE

HR Operation EDUPROV

05/2019 - Present

Achievements/Tasks

- Oversee and manage end-to-end HR operations, including recruitment, onboarding, employee relations, performance management, and offboarding processes.
- Handled day-to-day HR activities, including employee inquiries, benefits administration, and payroll coordination with external and internal departments.
- Conducted new employee orientation and onboarding activities to ensure a smooth transition for new hires.
- Coordinated and shared new hire payroll inputs with the finance department to ensure accurate and timely salary processing.
- Led performance management activities, conducting performance evaluations, providing coaching, and counseling to support employees' professional growth and development.
- Developed and maintained HR records and documentation, ensuring accuracy and completeness of employee files and compliance with relevant regulations.
- Implemented HR policies and procedures to maintain a fair and inclusive work environment while adhering to legal requirements.

EDUCATION

Bachelor of Commerce Rabindranath Tagore University

SKILLS

• Advanced Excel

Time Management

Problem-solving

Onboarding

Performance Management

• Good interpersonal skills

PERSONAL STRENGTH

• Employee-Centric Focus

- Committed to ensuring employees' well-being, job satisfaction, and professional growth through effective onboarding, coaching, and performance management.

• Adaptability

- Thriving in dynamic environments, embracing change, and easily adjusting to new HR practices and industry trends.

• Team Player

- Collaborative and cooperative, able to work seamlessly with cross-functional teams and foster a positive work environment.

• Detail-Oriented

- Keen eye for detail, ensuring accuracy in HR records, documentation, and payroll processing.

• Continuous Learner

- Actively seeking opportunities for professional development and staying up-to-date with HR best practices and regulations.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Kannada

Full Professional Proficiency