

# ANJALI SINGH

## HR MANAGER



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/anjali-singh-an

### SUMMARY

Experienced Talent Acquisition Analyst with over 4 years in Human Resources, specializing in recruitment, employee engagement, and employee relations. Proven ability to handle full-cycle recruitment for both IT and non-IT roles, lead high-footfall hiring events, and foster inclusive workplace environments. Passionate about social impact and community involvement through active participation in firm-level and global initiatives.

### SKILLS

Talent Acquisition: Full-cycle recruitment | Sourcing | Screening | Onboarding | Payroll | Team Collaboration

HR Tools & Job Portals: LinkedIn | Naukri | Monster | Indeed | Apollo | Recruit'em

Technical Skills: Advanced Excel | Data Analytics | Power BI | MS Office

Compliance & Policy: Labor Law Awareness | HR Policy Implementation | Diversity & Inclusion

### PROFESSIONAL EXPERIENCE

#### HR Manager - Innovest Technology

Jun 2025 - Present

Full Cycle Recruitment | HR Policy Implementation | Payroll | Issues Mitigation | Excel | SpineHR | HRMS

- Managed recruitment across technical and non-technical disciplines including drilling, operations, HSE, supply chain, and engineering functions.
- Organized large-scale hiring campaigns and campus events attracting 800+ candidates across multiple regions.
- Proficient in ATS systems and Excel-based manpower tracking, ensuring timely and compliant hiring.
- Executed targeted headhunting strategies for critical upstream and downstream roles.
- Handled employee relations investigations (harassment, safety misconduct, policy breaches) ensuring adherence to company standards.
- Supported HR governance, compliance audits, and workforce policy initiatives to align with industry regulations.

#### HR Manager - BOP Realty

Oct 2024 - May 2025

Full Recruitment Lifecycle | Talent Sourcing | Onboarding | HR Policy Implementation | Excel | Naukri | LinkedIn

- Managed end-to-end recruitment across diverse functions including sales, project management, construction, legal, and facility operations.
- Led large-scale hiring drives and walk-in events engaging 800+ participants across multiple locations.
- Skilled in using ATS platforms and Excel-based dashboards for candidate tracking, workforce analytics, and reporting.
- Conducted proactive talent sourcing and headhunting for leadership and niche real estate roles.
- Investigated employee relations (ER) issues such as workplace misconduct and grievance cases with confidentiality and compliance focus.
- Supported HR governance, policy implementation, and audit readiness for people operations.
- Partnered with business leaders to align workforce planning with project timelines, ensuring optimal staffing for ongoing and upcoming developments.

**Talent Acquisition Manager - Axiom Landbase Pvt Ltd****Feb 2023 - Jul 2024**Talent Management | Talent Acquisition | Talent Sourcing | Talent Screening | Onboarding | Payroll

- End-to-end recruitment for IT/Non-IT roles.
- Salary negotiation and HR screening for shortlisted candidates.
- Reduced escalations by 30% through conflict resolution.
- Improved employee retention and morale with structured programs.
- Ensured policy compliance across teams.
- Sourced candidates from portals and campuses.
- Supported governance, policy and control initiatives.

**HR Executive - India Realty****Jul 2021 - Jan 2023**Talent Management | Talent Acquisition | Talent Sourcing | Talent Screening | Onboarding | Payroll

- Oversaw recruitment from sourcing to onboarding for both technical and non-technical roles.
- Salary negotiation and HR screening for shortlisted candidates.
- Reduced escalations by 30% through conflict resolution.
- Improved employee retention by 18% and boosted morale through structured engagement programs.
- Ensured policy compliance across teams.
- Maintained ATS systems and managed post-offer engagement.

**EDUCATION****Master in Business Administration****Jun 2023 - May 2025**

Om Sterling Global University

- Major in Human Resource Management

**Bachelor's of Arts****May 2019 - May 2022**

Raj Narain College - Hajipur

- Major in English

**ADDITIONAL INFORMATION**

- **Languages:** English, Hindi

- **Awards/Activities:** Outstanding Performance Award 2023 Axiom | Team of the Year in 2024 | Star Performer at BOP Realty