

# Simran Achantani

## Start-Up Consultant and HR Manager

Dynamic HR Professional with keen knowledge of sourcing, training, management, compensation and policies maintenance, and development experience.

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📞 8527465226

📍 Noida, India

## WORK EXPERIENCE

### Human Resource Analyst: Freelance SHC TECH

11/2021 - Present

### HR Consultant: Freelance Edana Farms

01/2022 - Present

### StartUp Advisor Consulting startups from establishing to investment

01/2019 - Present

### Human Resource Manager Pennovate Solutions LLP

01/2021 - 10/2021

### Head of Human Resource Koders Korp.

01/2021 - 06/2021

## EDUCATION

### BA. Hons. English Lit. Dyal Singh Universities, DU

07/2019 - Present

### Senior Secondary Army Public School, Noida

2019

### Secondary Army Public School, Noida

2017

## SKILLS

Employee Recruitment Setup

Talent Acquisition

Onboarding and Induction of Employees

Training, Grievances, and Reinforcement of workforce

Client and Employee Retention and Management

Payroll and Leave Management

Setting up ATS and Databases

Expert knowledge of sourcing and optimization

Department Startup and HRIS Implementation

GSuite

MS-Office

Drafting and Documenting Company Policies

## INTERNSHIPS

### Koders Korp (10/2020 - 12/2020)

- Content Writing Intern
- Social Media Intern

### Recit (01/2021 - 04/2021)

- Human Resource Manager

### Let Me Edit (01/2021 - 03/2021)

- Content Strategist

### StartUp Talky[Atsixty.com] (07/2020 - 10/2020)

- Content Writing Intern

## ACHIEVEMENTS

### Content Team Head- Virangana

Virangana, Women Development Cell- DSC, DU

### Head of PR and Marketing

Virangana, Women Development Cell- DSC, DU

## LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Reading

Coding

Surfing music genre