

PRIYA SHARMA

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PROFESSIONAL SUMMARY

- A highly motivated and analytical HR professional holding an MBA in Human Resources, seeking an HR Executive role. Proven ability to streamline HR processes, enhance employee engagement, and manage HR policies through hands-on project experience. Equipped with strong analytical skills and a commitment to fostering a positive and productive work environment, ready to contribute to organizational success.

EDUCATION

- MBA in Human Resources – Symbiosis Institute of Business Management (2022)
- B.Com – Delhi University (2020)
- M.Tech in Data Science – IIT Hyderabad (2023) - *Demonstrates advanced analytical and problem-solving capabilities*

KEY HR SKILLS

- Talent Acquisition
- HR Operations
- Employee Engagement
- Performance Management
- Conflict Resolution
- HR Policy Management
- Recruitment Strategies
- Onboarding Processes
- HR Analytics (Basics)
- Data Visualization (Power BI)

- Communication
- Coordination
- Process Optimization

HR PROJECTS & INITIATIVES

- **Automated Employee Onboarding Workflow System:** Designed and implemented a system to streamline the onboarding process, significantly improving efficiency and enhancing the new hire experience. Focus areas included digital documentation, task automation, and integration of welcome resources.
- **HR Policy Digitalization Initiative:** Led the project to digitalize and centralize all HR policies, improving accessibility for employees, ensuring compliance, and fostering a clearer understanding of organizational guidelines.
- **Employee Engagement Program Implementation:** Developed and successfully executed a comprehensive employee engagement program, focusing on feedback mechanisms, recognition systems, and wellness initiatives, which resulted in a 20% improvement in employee retention.
- **Hiring Cycle Time Reduction Project:** Analyzed existing recruitment workflows and implemented strategic process optimizations, leading to a 35% reduction in the overall hiring cycle time from requisition to offer acceptance, enhancing organizational agility in talent acquisition.

ACCOMPLISHMENTS & IMPACT

- Successfully reduced hiring cycle time by 35% through strategic process optimization within recruitment initiatives.
- Improved employee retention by 20% through the development and implementation of an impactful employee engagement program.
- Enhanced HR policy accessibility and compliance by leading a comprehensive digitalization initiative for organizational policies.