Sneha Verma

Phone: (+91) 98321-65432

Email: sneha.verma@example.com

LinkedIn: linkedin.com/in/snehaverma

Summary:

A dedicated HR Specialist with 4+ years of experience in recruitment, employee relations, and talent management. Proven track record in optimizing HR processes to improve employee satisfaction.

Experience:

HR Specialist | Reliance Industries | Jan 2019 - Present

- Recruited over 100 employees, reducing the hiring cycle by 25%.

- Implemented employee engagement programs, boosting morale by 15%.

- Conducted training sessions for new hires on company policies.

Education:

MBA in Human Resources | XLRI Jamshedpur | 2018

- Specialization: Talent Acquisition

Skills:

- HR Tools: Workday, SAP SuccessFactors

- Soft Skills: Communication, Conflict Resolution