

**Sakshi Arora**

**HR Manager| PAN India |Experience|6 Years|**

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| **Profile**  Human Resource Generalist with progressive experience managing employee benefits & compliance, employee hiring & onboarding, performance management processes, licensure tracking and HR records. Responsible and organized team player with the ability to communicate effectively and efficiently. Specialized in building relationships with employees across all levels of an organization. Proficient with HRIS, Applicant Tracking and Benefits Management.  **Contact:**  **Phone / WhatsApp #:**  **+91 8860938234**  **Email:**  **Sakshiarora567@gmail.com**  **Residence:**  **Shastri Nagar, North Delhi-110052**  **DOB:**  **24th July’1993** | **WORK EXPERIENCE**   1. **Kickass Adventures Pvt. Ltd.**   **HR Manager- PAN India**  **Handling two ventures together| 200 Employee Count|**  **Mystery Rooms: 21 outlets| Entertainment Industry.**  **Masquerade Café: 3 Outlets| Restaurant industry.**  **Work Location| West Delhi|**  **December 2017 Till now | (2Y+5M)**     1. **Infinizi Consulting Pvt Ltd.**   **Senior Executive -HR & Admin**  **IT & Education Industry | 80-90 Employee count|**  **Work Location| Noida|**  **September’2015 – November’2017 | (2Y+3M)**   1. **Top-Notch Realty.**   **HR Executive**  **Real Estate Industry |40- 60 Employee count|**  **Work Location| Gurgaon|**  **July’ 2014– September’ 2015 |(1Y+3M)**     **Primary Objectives:****Health and safety of the workforce.**  * **Development of a superior workforce.** * **Development of the Human Resources department.** * **Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.** * **Personal ongoing development.** |

**Supervisory Responsibilities:**

* **Recruits, interviews, hires, and trains new staff in the department.**
* **Oversees the daily workflow of the department.**
* **Provides constructive and timely performance evaluations.**
* **Handles discipline and termination of employees in accordance with company policy.**

## **General Responsibilities:**

* Partners with the leadership team to understand and execute the organizations human resource and talent Strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession

Planning.

* Provides support and guidance to HR assistants, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks delicate circumstances such as providing reasonable accommodations, investigating allegations of Wrongdoing and terminations.
* Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified Job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers, understand skills and competencies required for openings.
* Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
* Creates learning and development programs and initiatives that provide internal development opportunities for employees.
* Oversees employee disciplinary meetings, terminations, and investigations.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Implementation of Digital platform for Human resource Management System.
* Preparing HR dashboard and other reports for top management. Maintaining HRMIS.
* Maintaining various reports such as Head count, Attrition, Promotions, Employee engagement, Exits.
* Preparing HR dashboard and other reports for top management. Maintaining HRMIS.
* Designing and driving Reward & Recognition Program and Employee Engagement activities.
* Designing activity calendar and driving fun on the floor activities, town hall, annual party, picnic, festive celebration, organizing tournaments.
* Performs other duties as assigned.

# Education:

**MBA: HR & Marketing: SNGI – Shanti Niketan Group of institutions, Meerut, UPTU-University**

From 2014 – To 2016

**BBA: DIRD, Delhi - GGSIPU- University**

From 2011– To 2014