Anuya Jain

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7509678888 (**Phone**)
linkedin.com/in/Anuya-jain (**LinkedIn**)
English & Hindi **(Language)**
02nd June 1993 **(D.O.B)**

High-energy prof. with 06 years of experience in Human Resources, management, consulting, HR Analytics, Project Management, Human Capital Management, and client facing roles with keen interest in challenging assignments in HR, consulting, HR Operations, & Talent acquisition.

PROFILE SUMMARY

- 3.5 Years of experience as a HRBP with Havells India Limited
- 2 Year of experience as a Human Resource Executive with Lupin Pharmaceuticals in Talent Acquisition
- Advanced excel, Power Bi and SHRM certified professional
- Experience in Human resources, consulting, Coaching, SAP HCM, Power BI, Change Management, Performance Management,Talent Acquisition, Recruitment, Project Management, Attrition management, People management, Employer Branding, Employee Engagement and Client management.

PROFESSIONAL EXPERIENCE

Human Resource Manager - Havells India Limited (Indore)   **Nov 2017 - Jan 2021**

- Partnering with business leaders & other support functions in Talent development & Organization Transformation
- Strong team leadership as handling a portfolio of **2000** employees across the location
- Check daily activities and works with business leaders to create **HR strategies**
- Enabling **career movement** for employees via Internal Job Postings (IJPs), aspiration management & role changes
- Analysing and managing **attrition**, retention; including exit interviews and observation trend
- Implementing new **policies**, procedures, and programs in support of business
- Point of contact for all employee **grievances** and partnering with HRBPs to drive **Career path sessions**/ initiative
- Handling employees' promotion, progressions, compensation, salary, and overall **Performance** Management Cycle
- Driving emp. **engagement** initiatives like - New Buddy Hire/ mentoring program, Employee Sessions, Townhalls, Manager connects, Enablement sessions, Bench connects and R&Rs
- Supporting the L&D team in conducting training needs assessment and **reskilling** employees via Learning Management System (**LMS**) in **Org Restructuring**
- Managing onboarding & partnering with the recruitment team in hiring associates based on business needs.
- **Human Resources Information Systems (HRIS)** team in handling **HR operations**
- Handling employee **bench** management, **PIPs**, Project allocation and Project refusals
- Implementing employee **surveys, questionnaires**, and **reports** in analysing and action planning based on results
- Overseeing and leading **change sourcing** projects related to R&R, Learning & Development and Onboarding
- Providing MIS support and analysing people analytics by creating reports/dashboards on Performance, attrition, **attendance**, leave, absence, onboarding, staffing, compensation, and employee data via Adv. **Excel** and **Power Bi**

Projects -

- Created and implemented **Rewards & Recognition** framework.
- Created and implemented havells ease app for new joiners for query resolution.
- Provided end to end support in re-development of Performance Management System (**PMS**).
- Worked and supported on creation of employee data dashboards.

Human Resource Executive (Recruitment) - Lupin Pharmaceuticals (Pithampur)   **Aug 2015 - Oct 2017**

- **Budgeting** and connecting with Business Leaders and line Managers to get a clear view on their **hiring** needs in projects and experienced in leading projects done technical recruiting as well.
- Conducted market research into competitors and marketplace in creating **Recruitment strategies**

- Identify prospective candidates using a variety of channels (**Job portals**, Job **Postings**, Referrals, & head hunting)
- Full-cycle recruiting - Handling **sourcing,** staffing, screening, selection, interviewing, and short-listing suitable candidates along with experience negotiating compensation packages.
- **Social media** hiring and using **Boolean** search to refine search results for **recruitment**
- Souring employees via **Naukri, Hirist, Monster, and LinkedIn**
- Managing the applicant flow within our applicant tracking system (**ATS**)
- Managing the pre offer employment checks and preparing **offer letters**
- Finalizing onboarding, background checks, compensation, benefits, and salary finalisation with candidates
- Handling **Onboarding,** documents check, and **orientation** for new joiners
- Proactively **communicated** with candidates and hiring managers on status & necessary activities
- Managing **bench** employees and Internal job postings to manage recruitment **cost and hiring needs**
- **Handling employee pipelines, Attrition, and Internal/external Job hirings** of candidates as per requirements
- **Reporting** the recruitment and hiring data of candidates via ATS, interview, offer and onboarding statuses by capturing it in the database
- Handling process efficiencies and opportunities for improving the applicant or hiring manager experience

Significant Accomplishments:

- Received Certificate of Appreciation for dedicated on time recruitment of candidates as per project needs.

KEY SKILLS

- Consulting
- Dashboard
- Talent Management
- Project Management
- Coaching & Public speaking

- HR Analytics
- Microsoft Excel (Advanced)
- Reporting
- HR Strategy
- SAP HCM

- PowerPoint
- Power BI
- Recruitment
- HR Operations
- Emp engagement

- Compensation & Benefits
- Organization Design
- Change Management
- Learning and Development
- Rewards & Recognition.

EDUCATION

- **XLRI Jamshedpur**   **2021-2022**
  Executive Development Program in HRM (EDPHRM)
- **Maharaja Ranjit Singh College of Prof. Science (D.A.V.V), Indore**   **2014-2016**
  Master of Business Administration (MBA) - Human Resource Management & Marketing - 61.89%
- **Sardar Vallabh Bhai Patel College (D.A.V.V Affiliated), Mandleshwar**   **2011-2014**
  B.B.A (Bachelor of business Administration) - Human Resource and Marketing - 67.88%
- **Shri Kanwar Tara senior secondary school, Mandleshwar**   **2010-2011**
  XII (CBSE) - 63.4%
- **Shri Kanwar Tara senior secondary school, Mandleshwar**   **2008-2009**
  X (CBSE) - 73.6%

CERTIFICATIONS / COURSES

- HR Analytics - Indian Institute of Management, Lucknow (**Dec 2020 - Presently perusing)**
- Executive development programme from XLRI Jamshedpur in collaboration with SHRM (**Dec 2020 - Presently perusing)**
- SHRM (Society for Human Resource Management)
- Talent Sourcing
- HR as a business Partner
- Data Analysis with Excel by Microsoft
- Excel Skills for Business Specialization.

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