

MD.SAREEN BANU

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CAREER OBJECTIVE

- Dedicated and results-oriented HR professional with a passion for fostering a positive and inclusive workplace culture. Seeking a challenging HR role where I can leverage my expertise in recruitment, employee engagement, and organizational development to contribute effectively towards the achievement of company goals. Adept at implementing strategic HR initiatives and policies to attract, develop, and retain top talent. Committed to creating an environment that promotes employee growth and well-being while ensuring compliance with industry regulations.

EDUCATION QUALIFICATION

- **BACHELOR OF SCIENCE, COMPUTERS** from Theresa's College for women, Adikavi Nannaya University, AP with an aggregate of 79%.
- **MBA - HR & MARKETING** from Theresa's College for women, Adikavi Nannaya University, AP with an aggregate of 75%.

SKILLS

- **TECHNICAL SKILLS** : Microsoft Excel, PowerPoint, Word, Data Management
- **KEY EXPERTISE** : Human Resource Management, Recruitment (On-boarding and Off-boarding), Employee Management and relationship, Event Organization, Prohibition and Appraisal, Payroll Administrative, Management of Stock-sheets, Performance Management.

WORK EXPERIENCE

HR EXECUTIVE

Oct 2022- Jan 2024

At Anblicks Cloud Data Engineering Pvt limited

Roles and Responsibilities:

- Developed and maintained HR dashboards and ad-hoc reports using Excel and work day.
- Analyze HR data to identify trends in attrition, headcount, turnover and workforce demographics.
- Prepare and deliver monthly, quarterly and annual HR reports to support strategic planning.
- Support internal and external HR audits by providing accurate and timely data.
- Experience in developing and implementing HR policies and procedures.
- Facilitated the smooth on boarding process for new employees, ensuring a positive introduction to the company.
- Manage exit procedures, conducting valuable exit interviews and implementing an organized off boarding checklist.
- Coordinated and organized various company events, fostering a positive and engaging workplace culture.
- Provided Optimal Support to employees regarding on various HR related topics.
- Worked to Foster high job satisfaction ratings by resolving the issues promptly.

- Worked Collaboratively with Management to promote a climate conducive to attracting and retaining personnel.
- Scheduled interviews and follow-ups as well as on -boarding Procedures for new hires and part of performance appraisal processes, providing constructive feedback to employees and assisting in the development of performance improvement plans.
- Implemented and enforced HR policies and procedures, ensuring compliance with company guidelines.
- Contributed to the performance appraisal process, providing valuable insights for employee development.

Administrative Officer

June 2019 - Dec 2021

At Chanakya Junior College, Ganapavaram, AP

Roles and Responsibilities:

- Developed and implemented an effective on boarding program for new students, facilitating a smooth transition into the college environment.
- Managed ongoing HR functions related to students, addressing inquiries, overseeing records, and collaborating with academic departments to enhance the student experience.
- Efficiently managed the fee collection process, implementing streamlined systems to ensure accuracy and timeliness.
- Organized and facilitated various meetings, fostering communication and collaboration among staff and students.
- Strategically utilized social media channels to reach and engage with the target student audience.
- Created and curated content highlighting the college's strengths, achievements, and unique offerings.
- Played a key role in promoting and branding the college, contributing to increased visibility and positive brand image.

CERTIFICATIONS

- **HR 101:** Compliance Made Easy - U.S. Employers Must have (UDEMY) Certificate, Feb 2022.
- **Google Project Management (COURSERA)** Professional Certificate, Mar 2021.

AWARDS

- Awarded the First Prize in the Poster Competition with the theme "**Cybercrimes and Women - Precautions and Strategies**" during the National Seminar (MBA, 2019).
- Stood first in the "**Employability Skills**" session conducted as part of Mahindra Pride Classroom training (MBA, 2018).