

# Geetanjali G

## Human Resources

With over 5 years in operations and talent management, I specialise in implementing employee engagement strategies and optimising onboarding processes to drive organisational success. My approach fosters positive workplace cultures and enhances productivity. I aim to spearhead transformative HR initiatives that align seamlessly with organisational objectives, elevating employee satisfaction and fostering sustained growth.

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## WORK EXPERIENCE

### Senior HR Executive

Marcellus Infotech, IT Services company

04/2023 - Present

Hyderabad

- Managed end-to-end employee lifecycle, including onboarding, engagement activities, and offboarding with exit formalities
- Ensured adherence to HR policies and statutory compliance while maintaining accurate employee records and documentation

### Senior Executive - Human Resources

Neemans - Sustainable Footwear Startup

01/2022 - 03/2023

Hyderabad

- Implemented best practices in onboarding and offboarding procedures to enhance employee experience
- Implemented and actively managed employee relations, and carried out employee engagement events to foster a pleasant work culture
- Promoted to Senior HR Executive within a span of 9 months

### HR Operations Executive

Chaivel IT Solutions

11/2020 - 12/2021

Hyderabad

- Implemented full life cycle of onboarding and offboarding processes
- SPOC for all employee concerns
- Identified and defined problem statements and explored the scope for automation

### Operations Executive

Reliance General Insurance

05/2018 - 04/2019

Mumbai

- Generated quotes, proposals, and policies to facilitate the sales managers and CSOs across the cluster
- SPOC for 200 branches and 5 banks concerning renewals and anomalies

### Intern

HDFC ERGO General Insurance

09/2017 - 02/2018

Mumbai

- Understanding the products and services provided by the company
- Ensuring client satisfaction by addressing grievances and queries

## SKILLS

Onboarding

Employee Relations

Adaptability

Employee engagement

Problem Solving

Attendance and Leave Management

## EDUCATION

Bachelor of Commerce (2017)

*D.G. Ruparel College - Mumbai University*

H.S.C. (2012)

*D.G. Ruparel College - Mumbai University*

S.S.C. (2010)

*Sri Suryodaya High School - Telangana State Board*

## LANGUAGES

English

*Professional Working Proficiency*

Hindi

*Professional Working Proficiency*

Telugu

*Native or Bilingual Proficiency*

Marathi

*Limited Working Proficiency*

French

*Elementary Proficiency*