**Ms. Anayta Nikam I HR Professional**

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## Skills

HR Reporting & Dashboards Compensation & Benefits Analysis Employee Performance Metrics HR Policy Analysis

Payroll & Benefits Administration Talent Management Insights

## About Me

Experienced HR professional with 5 years in recruitment, HR analytics, and workforce management. Skilled in finding and hiring top talent, improving HR processes, and using data to support business decisions. Passionate about creating a positive workplace and helping companies grow.

***Work Experience***

# Jr. HR Business Analyst - Fuhrung Technologies Private Limited, Mumbai

# Third Party Payroll - Client Nanavati Hospital Mumbai

*Jan 2020 - May 2022*

HR Analytics & Reporting Employee Engagement Surveys HR Compliance & Regulations Change Management Stakeholder Communication Excel, MS Office

## Key Achievements

Reduced Hiring Time by 30% , Streamlined the recruitment process by implementing an applicant tracking system, improving efficiency in candidate sourcing and selection.

Hired 300+ Healthcare Professionals Successfully recruited doctors, nurses, and administrative staff, ensuring seamless hospital operations and quality patient care

**HR Process Optimization:** Analyzed and improved HR workflows, including recruitment,

onboarding, performance management, and payroll processes, to enhance efficiency and compliance.

**HR Data Analysis & Reporting:** Collected, analyzed, and interpreted HR metrics such as employee turnover, retention, and engagement to provide actionable insights.

**HRIS Management:** Assisted in implementing and maintaining HR Information Systems (HRIS) to streamline employee data management.

**Recruitment & Workforce Planning:** Collaborated with HR teams to forecast staffing needs, analyze hiring trends, and improve talent acquisition strategies.

**Compliance & Policy Implementation:** Ensured adherence to labor laws, hospital regulations, and HR policies, while supporting audits and compliance reporting.

**Employee Engagement & Performance Metrics:** Evaluated employee satisfaction surveys, performance appraisal data, and training effectiveness to enhance workforce productivity. **Stakeholder Collaboration:** Partnered with HR managers, department heads, and IT teams to identify HR challenges and propose data-driven solutions.

**HR Automation & Digital Transformation:** Supported the integration of digital tools for payroll, attendance, and benefits administration, reducing manual efforts and improving accuracy.

**Training & Development Support:** Assisted in identifying skill gaps and facilitated training programs for employees to enhance competencies and career growth.

Improved Employee Retention by 20% , designed and executed engagement initiatives, reducing turnover through enhanced onboarding and feedback mechanisms.

Optimized HR Analytics & Reporting , Developed data-driven dashboards to track recruitment

# HR Analyst & Talent Acquisition at Sahyadri Hospital Pvt. Ltd, Corporate Office, Pune (HR Executive)

HR Analytics

Managed HR operations, payroll, and employee records. Handled talent acquisition, onboarding, and workforce planning. Maintained HRIS systems and ensured policy compliance.

Assisted in employee engagement, training, and grievance handling. Prepared HR reports on attrition, attendance, and performance.

*May 2022 - Present*

KPIs, enabling better workforce planning and decision-making. Ensured 100% Compliance Maintained accurate employee records and ensured adherence to hospital accreditation standards and labor laws.

Enhanced Employer Branding Strengthened the hospital's presence on job portals and social media

Received an award - Rising Star

Talent Acquisition & Recruitment

Managed end-to-end recruitment process for medical and non-medical positions. Sourced candidates through job portals, social media, and employee referrals.

Conducted initial screenings, interviews, and coordinated with department heads for final selection.

Facilitated onboarding, ensuring smooth integration of new hires.

## Education

Bachelor of Art’s, Major in Economics, History & Psychology (University of Mumbai, Full Time) 2015

Master is Social Work & Administration (Nirmala Niketan College Churchgate, University of Mumbai, Full time) 2017

MBA in Business Management & HRM (NMIMS University, Distance) 2022- 2024 Ongoing IIBA, Business Analyst certification 2024-2025 (Coepd Institute) 2024-205