



# Rakshana R

## MBA (Marketing and Human Resource)

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### SUMMARY

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Certified Business Analyst with expertise in MS Visio, Balsamiq, Azure, and Power BI. Transitioning into the business analysis domain, I bring a strategic and analytical mindset to requirement documentation, stakeholder collaboration, and data visualization, ensuring alignment with business goals.

Previously, as an HR Analyst, I gained 2 years of experience in HR operations, data analysis, HRMS implementation, corporate communications, and social media management. Demonstrated a strong ability to drive organizational visibility and engagement through effective communication strategies while delivering impactful solutions.

### WORK EXPERIENCE

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#### Sr. HR- Executive, Allsec Technologies, Chennai

(23/09/2022 - 30/09/2024)

- Delivered accurate and relevant HR data to support management reviews, board meetings, and decision-making processes across group companies.
- Conducted requirement analysis for a new HR Management System (HRMS) implementation, ensuring alignment with organizational objectives and operational needs.
- Led corporate communication efforts, addressing employee queries and fostering effective internal communication.
- Leveraged tools like Power BI and MS Visio to extract, analyze, and visualize HR data, creating impactful reports and dashboards for informed decision-making.
- Developed detailed documentation for HRMS implementation, including user requirements, process workflows, and system specifications.
- Authored and implemented policies and Standard Operating Procedures (SOPs) to streamline HR processes.
- Managed organizational social media platforms by creating and curating engaging content to enhance the company's online presence and stakeholder engagement.
- Organized HR department meetings, preparing and distributing detailed Minutes of Meeting (MOM) to capture key discussions, action items, and resolutions.
- Contributed to strategic communication initiatives, fostering transparency and enhancing employee engagement across the organization.
- Conducted induction programs for new joiners, providing insights into company policies and culture to ensure a seamless onboarding experience.
- Designed and executed employee engagement activities to promote a positive workplace culture and improve morale and satisfaction levels.
- Conducted Corporate Social Responsibility (CSR) activities, driving community engagement and creating a positive social impact on behalf of the organization.

#### Human Resource Intern, BHEL, Ranipet

(23/02/2022 – 30/04/2022)

- Skilled in full-cycle recruitment and HR reporting, including training budgets.
- Familiar with organizational goals, objectives, and IR policies.
- Gained insights into IR processes through industrial visits.

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## ACHIEVEMENTS

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- Honored with the prestigious Highflyer Award in the business unit category globally by Qess Corp **Limited**, recognizing dedication, innovation, and exceptional performance.
- Received the Standout Performer Award at the HR Annual Awards from Qess Corp for outstanding contributions.

## TRAINING AND CERTIFICATION

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- IIBA Certified Business Analysis (10/2024 - Present)
- MS-Office from Apollo Educational academy (06/2015).
- Human Resource Analytics (06/2021).
- Talent Management foundation (05/2021).
- Human Resources in the On-Demand Economy (05/2021).
- Completed higher level of Hindi in Dakshina Bharat Hindi Prachar Sabha, Madras (07/2020).

## KEY SKILLS

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- Emotional Intelligence and Empathy in professional interactions.
- Time Management and Multitasking Abilities.
- Effective Communication and Interpersonal Skills.
- Strong Attention to Detail.
- Proficiency in Data Analysis and Reporting.

## LANGUAGES

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- Tamil (Mother tongue)
- English (Proficiency)