

ANU MAKKAR

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PROFESSIONAL SYNOPSIS

- ❖ My experience has made me proficient in handling roles or assignments in resourcing, talent management learning and development, Administration and HR policies/processes, Employee engagement and employee relations. Expertise includes ability to work independently, take initiative, adapt to change with ease and decision making through teamwork and coordination.
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CORE FUNCTIONAL COMPETENCIES

Talent Management| Campus Recruitment| Training & Development |Administration| Human Resource Development | Employee Engagement |MIS Maintenance| Performance Management | Team Facilitator | Team Work |Prioritizing and executing tasks in time-sensitive situations| MS Office Suite

PROFESSIONAL EXPERIENCE

ABS GROUP (TALENT SOURCING COMPANY) JAN 2023 TO TILL DATE TALENT ACQUISITION SPECIALIST – REMOTE WORK

Major responsibilities of the profile are:

Planning and executing talent acquisition initiatives for client accounts, conduct applicant screening, create job descriptions for Applicant Tracking Systems (ATS), and manage job fairs and networking events to identify potential candidates

Provide support for HR administration and contract negotiations and provide consulting services to aid clients in enhancing employee on boarding processes

SPECIALITY PULP AND PAPER LTD, NIGERIA – WEST AFRICA AS HR CONSULTANT [APRIL 2022 – DEC 2022]

My Role is to help them in getting right talent from all over India as well as abroad, Organization structure and role description, drafting HR Policies, Designing PMS, Competency matrix preparing and arranging Trainings, Reward and Recognition Programs.

We as an experienced Team under guidance of HR expert are delivering above.

I am deeply involved in their present Kraft Paper Unit as well as new project of corrugated box and writing and printing paper unit.

Deeply involved with Plant HR team at Nigeria and working closely for HRM services.

TRICOLITE ELECTRICAL INDUSTRIES LTD. - [FEB 2017 – FEB 2020]
GHAZIABAD – UTTAR PRADESH (ASSISTANT MANAGER-HR)

First time moved out from comfortable zone to convert my ability into capability. I have grown up independently in HR aspects with the support of HR fraternity. Tricolite made me self-confident enough to accept challenges & change my eye sight by treating problem as opportunity.

Here I am looking Campus Recruitment, Talent Management, Training & Development, Employee Engagement, Performance Appraisals, Reward & Recognition, and Compliance.

ROULUNDS BRAKING INDIA PVT. LTD. -[DEC 2013 – JAN 2017]
SONEPAT – HARYANA (EXECUTIVE - HR)

ROULUNDS BRAKING INDIA IS ONE OF THE WORLD'S LARGEST MANUFACTURERS OF HIGH QUALITY FRICTION MATERIALS TO THE AUTOMOTIVE INDUSTRIES WITH REPUTED CUSTOMERS LIKE DELPHI, VOLKSWAGEN, VOLVO, HONEYWELL, BOSCH, FORD ETC. IT HAS MANUFACTURING FACILITIES IN INDIA, CHINA, FRANCE & DENMARK WITH OVER 2500 EMPLOYEES WORLDWIDE WITH STEADY GROWTH

Worked as Executive-HR and responsible for HR functions.

Major responsibilities of the profile are:

- ✓ To ensure that recruitment is in line with recruitment plan and to lead recruitment efforts by identifying the correct strategies for different positions.
- ✓ To plan, organize and implement Training & Development program (Technical/Behavioral).
- ✓ Working closely with various divisions/departments as well as managers by providing efficient human resource support.
- ✓ Overseeing and managing the Company induction program and providing coaching to teams on various issues.
- ✓ Maintaining employee records such as hiring, termination, leaves, transfers or promotion.
- ✓ Providing support in developing HR policies, maintaining and updating policies and employee handbook as and when needed.
- ✓ Looking for a sharp administrator to provide leadership support and keep the office running smoothly and efficiently.
- ✓ Take a lead role in supporting the realisation of goal of Productivity by constantly working as per the business requirements to reshape the workforce.
- ✓ Lead internal cultural development for the business (engagement, empowerment, consistency, accountability) in line with corporate goals.

❖ Training & development

- ✓ Interacts with department heads to understand the technical training needs, and ties up with internal and external trainers to bridge the expectations.
- ✓ Ensure that appropriate KPIs and management information are in place to drive continuous improvement and enable measurement of progress against targets.
- ✓ Responsible for content design, development and delivery of behavioral trainings.
- ✓ Ensures the timely execution of trainings as planned, in order to create a comprehensive trainer/trainee experience.
- ✓ Creating action plans for gaps identified.

- ✓ Maintaining proper arrangement for internal & external training programs.
- ✓ Coordinating with trainers for carrying out necessary training programs to improve or enhance the skills of employees.
- ✓ Monitors to ensure that the program progresses as planned to contribute to success of the training programs.
- ✓ Analyzing the effectiveness of training program/ faculty.
- ✓ Competency Gap Analysis-Employee level wise assessment.
- ✓ Coordinated for various statutory & Client Audits TS 16949, ISO-9001/14001, OHSAS-18001,

❖ **Talent Acquisition**

- ✓ Provide intelligence to sharpen the resourcing strategy and ensure that recruitment and retention remain a key focus for the business.
- ✓ Screening of resumes to check for eligibility criteria and share inputs with concerned recruitment lead.
- ✓ Scheduling and coordinating for interviews of HR and technical rounds with various business units. Conducting interview of candidates either face to face or telephonic rounds as required.
- ✓ Updating recruitment database/ hiring trackers on a day to day basis and preparation of MIS reports.
- ✓ Lead the Recruitment process for the Organization by ensuring quality candidates are sourced in a timely manner and within budget restrictions.
- ✓ Managing the end to end background verification process which includes coordinating with candidates and vendor to complete the verification process.
- ✓ Ensuring completion of new Joinee's formalities & creation of employee personal files for new joiners.
- ✓ Updating employee personal files for existing / resigned employees from time to time and as required such as confirmation letters, termination letters, resignation acceptances, f&f.
- ✓ Core team member of introduction of new hires& briefing of access &HR work ways.

❖ **Administration**

- ✓ Supporting company leadership and supervising administrative department activities for staff members
- ✓ Greeting office visitors and directing them to the appropriate parties.
- ✓ Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls and data entry
- ✓ Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- ✓ Making travel arrangements and preparing documents, presentation materials, and facilities for meetings
- ✓ Entering and updating company, employee, and client records
- ✓ Ordering, storing and distributing office supplies
- ✓ Directing, reviewing, and optimizing office operations to increase accuracy, productivity, and efficiency and reduce costs

❖ **Performance Appraisal's**

- ✓ Handling the development of performance management programs in the organization, including periodic performance reviews and appraisals.
- ✓ Partner with the Performance Management Team to implement the Annual Performance Appraisal Calendar across the Organization.
- ✓ Train the concerned head's on conducting objective performance appraisals.

❖ **Insurance**

- ✓ Coordinating for Insurance as a whole process.
- ✓ Handling Group Medclaim & Group Personal Accidental Policy.

IT Skills

- ✓ Proficient in MS office (Word, Excel & Power Point)
- ✓ Working on mail clients i.e. MS Outlook.
- ✓ Internet Browsing Applications.

ACADEMICS

- ✓ **M B A (HR& Finance)2012** -Maharishi Dayanand University, Rohtak
- ✓ **B.Com 2010-** Sh. L.N Hindu College (Maharishi Dayanand University), Rohtak.

PERSONAL DETAILS

Date of birth: 25th December 1990
Spouse Name: Mr. Rohit Kumar Lalit
Marital Status: Married
Languages Known: English, Hindi