

# ANURAJ PUSHPARAJAN SHEELA

Malavila House, Vellumannady po, Venjaramood. Pin-695607

971 543488603 | anurajvd@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the H R Operations role at your esteemed Organization, as advertised. With 8 years of extensive experience in Human Resources management, including expertise in HR Operations, I am confident in my ability to contribute effectively to your team.

In my previous roles, I have successfully managed various aspects of HR operations, including talent acquisition, employee relations, performance management, and HR strategy development. My experience in HR Operations has equipped me with the skills to streamline processes, optimize efficiency, and provide excellent support to both internal stakeholders and employees.

At my previous organization, I spearheaded the implementation of HR shared service initiatives, leading to significant improvements in response times, accuracy, and overall employee satisfaction. Through the development and execution of innovative strategies, I consistently ensured alignment with organizational goals while maintaining compliance with relevant regulations and policies.

Thank you for considering my application. I am excited about the possibility of joining your team and contributing to the continued success of your organization. I look forward to discussing how my skills and experiences align with your needs further.

Sincerely,

Anuraj PS



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## Objective

Driven and adaptable HR professional with a passion for optimizing operations to drive organizational success. Seeking a challenging role in HR operations where I can leverage my expertise in process improvement, technology integration, and data analysis to enhance efficiency, streamline workflows, and deliver exceptional HR services.

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## Careers Summary

- Experienced HR professional with 8 years of proven success in human resources management. Skilled in talent acquisition, employee relations, performance management, and HR strategy development. Strong track record of implementing effective HR policies and procedures to drive organizational growth and employee satisfaction. Excellent communication and leadership abilities with a focus on fostering a positive and inclusive work environment.

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## Experience

- **Lastminute.com Group** Sept 2016 - Sept 2022  
Senior Operations Executive  
**Talent Acquisition:** Led recruitment efforts by developing sourcing strategies, conducting interviews, and overseeing the selection process to ensure the hiring of top talent aligned with organizational goals.  
**Employee Relations:** Managed employee relations issues by providing guidance, conflict resolution, and implementing appropriate disciplinary actions when necessary, fostering a positive work environment.  
**Performance Management:** Developed and implemented performance management processes, including goal setting, performance evaluations, and coaching sessions to enhance employee productivity and engagement.  
**Training and Development:** Identified training needs, designed training programs, and facilitated workshops to enhance employee skills and knowledge, contributing to career development and succession planning.  
**Compensation and Benefits Administration:** Managed compensation and benefits programs, conducted salary benchmarking, and analyzed compensation trends to ensure competitiveness and equity within the organization.  
**Employee Engagement:** Implemented initiatives to promote employee engagement, including surveys, feedback mechanisms, and recognition programs, fostering a culture of collaboration and employee satisfaction.  
**HR Technology Management:** Utilized HRIS systems to streamline HR processes, maintain accurate employee records, and generate reports, optimizing efficiency and data accuracy within the HR function.
- **NGA HR India Pvt.Ltd** April 2013 - August 2015  
Associate  
Manage requests for HR, Benefits and payroll. Processing onboardings offboardings, Employee data changes, pay , promotions, transfer, requisitions creating, BV initiations, data audit, department and cost center creation, adding dependent infor mations, administration reports, tax forms and personal data processing, processig leaves of absence requests etc.

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## Education

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- **Kerala University** 2011  
Bachelor's Degree in Economics
- **Annamalai University** 2016  
PG Diploma in Human Resource Management
- **IHM** 2007  
Diploma in Hotel Management

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## Skills

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- Microsoft Word, Microsoft Excel (Functions, Formulas, Dash boards, Power Queries etc.), Microsoft PowerPoint, Success factors, PeopleSoft, Macro,PowerBI

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## Personal Details

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- Date of Birth : 31/03/1987
- Marital Status : Single
- Nationality : Indian
- Passport : Z3437609 Date of Expiry 18/10/2025, Place of Issue - Trivandrum
- Gender : Male
- Languages : English, Hindi, Malayalam
- Certifications :

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## Achievements & Awards

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- Successfully completed on shore visit (Spain) for business requirements. Participated 2 transitions and act as a single point of contact with client until and after the process live