

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Operations Manager - Company / Location

MONTH YEAR - Present

- Job Description: Oversee the day-to-day operations from opening to closing of a business, ensure all shipments arrive and are tackled on time, and oversee all employees follow business protocols.
- Results: Increased efficiency across the board for the company and increased productivity by 20%.
- Additional Competencies: Assist in handling all employee issues, scheduling, and time off requests.
- Other: Conducted team-building exercises to improve morale and overall productivity.

Human Resources Manager - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Manage all HR employees to ensure they follow hiring and employee issues protocols and conduct final interviews for potential new hires.
- Results: Streamlined all HR processes to increase efficiency and improve time management for the department.
- Additional Competencies: Finalize payroll and sit in on all serious HR issues to ensure everything is handled according to protocol.
- Other: Collaborate with other department heads to ensure everyone is on the same page with current and new policies.

Project Experience

- Initiate New HR Hiring Methods: Created and implemented quicker but more effective hiring methods to ensure the company hires the best people for the job. Saw an increase in employee retention of 40%.

Education

Master’s Degree in Business Administration - University of Delhi

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Bachelor of Science in Business - University of Delhi

May 2009

- GPA: 3.5
- AWARD
- AWARD

Skills

Expertise

- Excellent written and verbal communication skills
- Can type 80 WPM
- Leadership skills
- Payroll
- Scheduling
- Hiring and other HR skills
- Collaboration

Licenses & Accreditations

Licenses Licenses & Accreditations

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