

SILPA BABU

HR Operational Associate



ABOUT ME

Results-driven HR Associate with 3+ years of experience in recruitment, employee development, compliance, and performance management. Expertise in organizational change, employee engagement, and team building. Proven ability to align HR strategies with business objectives to enhance productivity and retention.

PERSONAL DETAILS

- +973 3773 0238
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SKILLS

- Talent Acquisition & Recruitment Strategy
- Employee Engagement & Retention
- Performance Management & Coaching
- HR Policy Development & Compliance
- Organizational Development
- Compensation & Benefits Administration
- Leadership Development
- Conflict Resolution & Employee Relations

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Basics)

EXPERIENCE

HR Associate

Aptus E Solutions | 2022-2024

- Developed and implemented a streamlined recruitment process, which reduced the time-to-hire by 30%, helping the company fill critical positions more quickly and efficiently.
- Conducted employee training sessions on company policies and workplace ethics, fostering a more informed and compliant workforce, which contributed to a 15% increase in overall employee satisfaction.
- Initiated an employee feedback program, Grievance correction program, POSH committee which gathered insights that informed management decisions and led to improved retention rates, helping create a more engaged workplace culture.
- Collaborated with department heads to identify talent gaps, which guided targeted recruitment efforts, successfully attracting high-quality candidates and enhancing team performance across the organization.
- Ensured compliance with labor laws and regulations, mitigating risks through effective policy enforcement.

IT Recruitment Specialist

Inncrewin Technologies | 2022

- Accelerate the recruitment process by implementing an applicant tracking system, which reduced the time-to-hire and made it much easier for the team to manage candidate workflows effectively.
- Collaborated with hiring managers to develop targeted job descriptions, helping attract high-quality candidates and improving our overall hiring satisfaction ratings significantly.
- Organized recruitment events and outreach programs, which expanded our talent pool and enhanced the company's visibility in the tech community, ultimately leading to more diverse hiring.

ACHIEVEMENTS & AWARDS

- **University of Calicut – Inter zone-band 1st prize for 2 times in 2017 &2018 university level competition.**
- **Third price in Fed-cl, inter college management fest by finance club at lead college management.**
- **Basic course in Yogasans, meditation and pranayama. 5km Women’s day SHE RUN marathon 3rd runner-up.**
- **Presented UG research paper on ACADAMIA edu.in**
- **Official web councilor and college representative of Shiksha.com.**

REFERENCES

Available upon request

HR Executive

iSON Xperiences | 2021

- Led strategic workforce planning and full-cycle recruitment for mid-to-senior level positions, reducing time-to-hire by 10% through optimized talent acquisition processes.
- Designed and executed company-wide employee engagement initiatives, improving overall employee satisfaction and engagement scores by 18%.
- Oversaw the successful implementation of an HRIS, streamlining HR operations, reducing manual processes, and enhancing reporting accuracy across the organization.
- Partnered with senior leadership to provide expert guidance on employee relations, conflict resolution, and organizational development, leading to a 30% reduction in workplace grievances.
- Championed the development and execution of talent management strategies, including leadership development and succession planning, contributing to improved retention and organizational growth.

EDUCATION

MBA in Human Resource Management and Marketing

Lead College of Management| University of Calicut | 2018- 2020

Bachelor of Business Administration

Sahrdaya College of Advanced Studies University of Calicut | 2015- 2018

CERTIFICATIONS

SAP

- Discovering SAP Analysis for Microsoft Office - Record of Achievement
- Getting Started with SAP HCM Payroll - Record of Achievement
- Exploring SAP Success Factors Solutions - Record of Achievement

MICROSOFT

- Machine Learning and AI
- PL-300