PALLAVI MISHRA

HR Manager

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PROFESSIONAL SUMMARY

MBA in HR with **5+ years of progressive HR management experience** specializing in recruitment, policy development, employee relations, and compliance management. Proven expertise in managing **250+ employees** across healthcare and technology sectors. Strong background in labor law compliance, performance management, and HRIS implementation. Experienced in academic and institutional environments with deep understanding of university HR operations, faculty affairs, and administrative processes.

CORE COMPETENCIES

HR Operations & Compliance

- Recruitment & Selection
- Policy Development & Implementation
- Labor Law Compliance
- Employee Documentation
- Performance Appraisal Systems
- Disciplinary Procedures

Employee Management

- Leave Management
- Payroll Processing
- Employee Relations
- Grievance Handling
- Training & Development
- Budget Planning & Management

PROFESSIONAL EXPERIENCE

HR Business Partner

Ascure Technologies, Jaipur

February 2024 – Present

- Manage comprehensive HR operations for **150+ employees** including recruitment, policy implementation, and compliance
- Developed and implemented HR policies ensuring **95% compliance rate** with labor laws and employment regulations
- Designed performance management framework resulting in **20% productivity improvement**
- Streamlined recruitment process, reducing time-to-hire by **30%** while improving candidate quality
- Managed employee relations cases with **90% resolution rate** without legal escalation
- Established HR metrics dashboard providing leadership with real-time workforce insights

HR Manager

Ambient Infotech Pvt. Ltd., Jaipur

June 2022 – February 2024

- Led talent acquisition strategy, successfully recruiting **85+ professionals** with **92% retention rate**
- Implemented HRIS system automating **60% of routine tasks** and increasing efficiency by **35%**
- Managed payroll and benefits for **180+ employees** with **99.5% accuracy**
- Executed training programs for **200+ employees** improving performance scores by **15%**
- Developed comprehensive onboarding program achieving **95% 90-day retention**

Junior HR & Administration

Aanand Hospital, Jaipur

October 2016 – May 2022

- Managed recruitment and onboarding for healthcare professionals across **12 specialized departments**
- Maintained employee database for **250+ staff members** with **100% accuracy**
- Administered benefits program achieving **98% employee satisfaction rate**
- Coordinated training sessions for medical staff on compliance and hospital protocols
- Streamlined administrative processes reducing processing time by **20%**

EDUCATION

Master of Business Administration (HR & Marketing)

Guru Govind Tribal University (G.G.T.U) | 2022

Bachelor of Science

Mohanlal Sukhadiya University (M.L.S.U) | 2016

PROFESSIONAL CERTIFICATIONS

HR Management & Analytics

Indian Institute of Management (IIM) Kozhikode

TECHNICAL PROFICIENCIES

HRMS/ERP Systems: Workday, Keka, Zoho People, HRMS Software
Software: Advanced Excel, MS Office Suite, Google Workspace
Recruitment Platforms: LinkedIn Recruiter, Naukri.com, Apollo Sales Navigator
Collaboration Tools: Microsoft Teams, Slack, Jira

KEY ACHIEVEMENTS

> ★ Reduced employee turnover by **25%** through strategic retention programs
> ★ Maintained **100% compliance record** during all labor department audits
> ★ Led 3 major organizational restructuring initiatives affecting **200+ employees**
> ★ Achieved **90%+ ATS compliance rate** optimizing recruitment processes
> ★ Saved ₹2.5 lakhs annually through process optimization and vendor negotiations