

# MEHAK ANAND

## Human Resource Manager

A young & dynamic HR Professional with experience of working with Multi-National Organizations. Highly skilled in Recruitment, Onboarding, HR Policies Implementation, Performance Management, Employee Relations & Engagement.

### Core Competencies

- Employee Training and Development
- Best Recruiting Practices
- Agile Framework as Applied to HR
- Problem Solving Skills
- Communication and Management

### Academic History

#### Bachelors in Psychology

Mithibai, Mumbai University (July 2016 - May 2019)  
Majors in Psychology | Minor in Sociology

#### Higher Secondary (94%)

Humanities  
Lotus Valley International School, Noida

### Certifications and Extra Curriculars

- Certification in Delinquent Psychology
- Certification in Graphology
- Volunteering in Muskurat Foundation NGO
- Volunteering in Vidya Organization NGO

### Contact Information

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## Work Experience

### Area HR - Business Partner

Homecentre, Landmark Group (West Region)  
March 2022 to present

- **Talent Acquisition:** Achieving **95% fill rate** target across the region within the TAT.
- **Recruitment:** Reduced recruitment TAT by **20%** by bridging the gap between hiring managers and interviewees as well as increasing employee candidate pool by 10% per quarter.
- **Payroll:** Managed payroll for **500+ employees**, overseeing salary processing, incentives, and arrears.
- **Attrition:** Reduced infant attrition by **15%** of **LY 22-23** bringing down **annual attrition below 40%**.
- **Performance Management:** Spearheaded performance management, including KRA development and appraisals.
- **Grievance Handling:** Reduced employee grievances incidents by **50%** by introducing new avenues for conflict resolution.
- **Employee Engagement:** Monthly activities, competitions, and reward & recognition events for employee motivation & retention.

### Research Associate

Rxcruit Advisors, India Healthcare Leadership Forum  
(November 2020 – February 2022)

- Drafted and finalized white papers post-seminars.
- Planned monthly conferences, including speaker invitations.
- Arranged webinars, managing logistics and maximizing social media outreach.
- Led the "Human Possibilities" magazine initiative.
- Conducted entry-level hiring for various roles.
- Organized monthly employee engagement activities and managed social media marketing.

### Internship – Work from Home

Heal Expert Private Limited  
(February 2021 to June 2021)

- Contributed to mental health research, participated in psychology projects & conducted surveys to gather insights on various mental health issues.