

akancha.m.singh@gmail.com
m
+91-7829518898
Bangalore, India 560076

Skills

- Talent planning
- Windows MS Excel
- Microsoft Office, Power Point, Jira
- Awarded the NCC (Level B certificate), Wall Journal and Lab Journal
- Participant Lean Six Sigma Green Belt (Var sigma)
- Certificate in Diversity, Equity and Inclusion in the workplace.

Education And Training

06/2023- 06/2025
Executive PGDM-HR (Regular):
ISBR Business School
Bangalore, Karnataka

01/2019- 01/2021
Master Of Arts (English):
Swami Vivekanand Subharti University Distance Education
Bangalore, Karnataka

06/2011- 05/2014
Bachelor of Arts (Psychology):
Shri Bhagwan Mahaveer Jain College
Bangalore, Karnataka

01/2011
Higher Secondary - Class 12 (CBSE):
DAV Public School
Ranchi, Jharkhand

AKANCHHA RAI

Summary

Innovative and proactive HR professional with experience of transforming HR practices to drive business performance and employee engagement. Known for a strategic approach to HR that aligns talent management with business goals, resulting in improved performance and employee satisfaction. Expert in utilizing cutting-edge HR technology and data-driven insights to optimize workforce planning and enhance organizational culture. Proficient in conflict resolution, change management, and fostering a diverse and inclusive workplace. Demonstrated ability to streamline HR processes, enhance productivity, and drive organizational success through innovative HR practices. Passionate about leveraging HR as a strategic partner to propel business growth and enhance employee satisfaction.

Experience

Omega Healthcare And Management Services - Lead-Talent Planning
Bangalore, India
11/2023 - Current

- Orchestrated successful implementation of the Omega career lattice framework, enhancing career progression opportunities and boosting employee engagement
- Developed comprehensive project charters for HR transformation projects, ensuring clear objectives, timelines, and deliverables to drive successful outcomes
- Collaborated closely with communication teams to craft compelling in-flight articles.
- Played a pivotal role in organizing and supporting impactful global townhall meetings, facilitating transparent communication and alignment on company goals
- Innovatively designed Horizon-Induction 360 program, revolutionizing the onboarding experience and nurturing a culture of continuous learning and development
- Revolutionized onboarding and exit experiences, optimizing processes to streamline operations and enhance employee satisfaction and retention
- Implemented Kaizen methodologies to refine promotion criteria, ensuring fairness, transparency, and alignment with organizational objectives.
- Conducted employee engagement surveys to assess job satisfaction levels and identify areas for improvement.
- Provided advice and guidance on employee relations issues such as grievances, disciplinary actions and terminations.

Languages

English: Advanced

Hindi: Native

Amazon Development Centre - Sr. Catalogue Associate

Bangalore, India

04/2017 - 05/2023

- Implemented 'pop automation' project, saving 100-man hours monthly through process analysis and efficiency improvements
- Contributed to onboarding/offboarding procedures and executed multiple automation projects, reducing project turnaround time
- Utilized MS Excel for data modelling, report generation, and improving operational accuracy
- Demonstrated strong communication skills while collaborating in small groups to enhance team performance and employee satisfaction
- Conducted daily audits, optimizing Compliance operations through resource allocation models, and provided regular reports on audit findings, highlighting key insights for stakeholders.

Tesco Hindustan Service Ltd-Officer-HR Shared Services

Bengaluru, India

02/2015 - 09/2016

- Planned and executed team updates, process training, and assisted in HR report preparation, fostering stakeholder relationships
- Managed stakeholder queries and external team relations, facilitating work allotment, process training, and SLA compliance
- Conducted testing for pension scheme updates and developed automated calculators using Altair codes and MS Excel
- Ensured accuracy in pension setup implementations and contributed to daily reconciliation mapping and Audit Next step procedures
- Expertise in UK retirement and pension plans, accurately calculating bonuses, salary increases, and overtime hours for financial reconciliation.

Professional Capabilities

- Reporting
- Change Management
- Employee Relations and Conflict Resolution
- Performance Management and Appraisal Systems
- Process & People Management
- Emotional Intelligence
- Organizational Skills
- Diversity, Equity, and Inclusion
- Employee Engagement and Retention Strategies
- Leadership Development and Succession Planning