

## APARNA SRIVASTAVA

Bangalore India | Email: [appu.aparnasri@gmail.com](mailto:appu.aparnasri@gmail.com) | (M) +91 9632148414

- 6+ years of industry experience across HR Operations, Talent Development & Talent Acquisition.
- Workday, HCM, HRIS, Ariba, . Qualtrics, Sumtotal, Onboarding, offboarding, LMS, Data analytics & reporting, Vendor coordination, Service now, Hr documentation, Training & development, ATS

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**Educational Background:** MBA (HR & Finance) JIMS Rohini Delhi.

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### Professional Experience

HR Operation Specialist at Adecco India Pvt Ltd client @Fidelity Investment (April 22 - Present)

- Handling invoice,raising PR/PO request on Ariba system.
- Monitoring ATS on daily basis to track candidate life cycle
- Integrating employee data on workday, maintaining HRIS report for reporting & analysis.
- Managing the end-to-end onboarding process, ensuring completion of the HR documentation process.
- Handling service now ticket by integrating with different teams based on the requirements
- Presents training and development programs using various forms and formats through training sessions like leadership, Domain, Professional development, conferences, and e-learning via LMS(Sumtotal)
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements

HR Executive at Swiss Ranks Pvt Ltd (May 2021 - March 22)

- Using qualtrics creating customized feedback surveys for analysis & decision making.
- Handling employee life cycle on workday along with handling the entire hire to retire process.
- Assists in purchase orders and invoicing, billing cycles, vendor coordination.
- Dashboard creation, publishing of monthly training data reports across India employees.
- Onboarding, full and final settlement, exit process, Hr documentation, payroll management, attendance management.

HR Admin (May 2014 - Nov 2019)

- Create and distribute guidelines and FAQ documents about company policies.
- Liaise with external partners, like insurance vendors, and background verification.
- Handling of vendor management, uninterrupted supplier payment.
- Support for HR documentation, transfer management, leave & attendance.

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### Achievements and Interest

- Got awarded with best performer 2023 @ Adecco Kick off annual fest.
- Self learning swimming as my great achievements.