

# Yogita Sikhwal

---

📞 8302627125 | ✉️ yogitasikhwal02@gmail.com | 📍 India (Open to Relocation)

🌐 LinkedIn | 📁 Portfolio | 🌐 Website

## Professional Summary

Results-driven HR Generalist with 3.3+ years of experience in recruitment, payroll, compliance, performance management, and employee relations. Skilled in managing end-to-end HR operations, leading HR initiatives in startup and remote environments, and driving business outcomes through people strategies. Proficient in HR analytics, HRMS tools (SAP HCM, Zoho, Keka, Greyt HR), and employee engagement programs..

## Professional Experience

### Tech Mangal Pvt. Ltd. (Metadrob) – Jaipur, On-site

HR Generalist | Jul 2024 – Present

- Led a team of four, providing support to ensure high-quality recruitment and payroll processes.
- Oversaw daily activities, set performance goals, and conducted performance management evaluations to drive team success and alignment with the organization's objectives.
- Lead the performance-management process, ensuring alignment between individual and team goals and organizational objectives. Evaluate team performance through regular appraisals, providing feedback, and setting clear goals.
- Supported vendor coordination for background verification and compliance services, ensuring timely closures and quality assurance.
- Designed and led employee engagement programs (pulse surveys, recognition drives, team-building events) to improve morale and belonging.
- Partnered with leadership to drive bi-annual and quarterly performance review cycles, implementing KPIs and PIPs to strengthen accountability.
- Conducted 1:1s, feedback sessions, and development planning, ensuring employee growth and alignment with business goals.
- Ensured adherence to PF/ESIC, tax compliance, and labor regulations, maintaining audit-ready documentation and secure data handling.
- Acted as the first point of contact for policy queries and grievances, resolving conflicts with empathy and confidentiality.
- Spearheaded configuration and optimization of HR workflows using Zoho People, Greyt HR and Keka, ensuring seamless operations and data accuracy.

### Acura Solutions – Navi Mumbai, Remote

HR Recruiter | Mar 2024 – Jun 2024

- Sourced and recruited top talent across multiple job roles using diverse hiring channels, such as Naukri, Shine, Indeed, and LinkedIn, significantly reducing time to hire.

- Conducted comprehensive candidate assessments, including resume screening, telephonic interviews, and skill evaluations, ensuring a strong pipeline of qualified applicants.
- Schedule and coordinate in-person interviews with hiring managers.
- Collaborated closely with the hiring managers to identify essential competencies and streamline the recruitment process.

## **Mobishastra Technologies LLC – Dubai, Remote**

Executive | Jun 2022 – Dec 2023

- Help in job postings and JD creation.
- Managed and organized employee and company data with confidentiality and accuracy.
- Created and managed seller accounts to support business operations and growth.
- Developed, implemented, and communicated HR policies and procedures to ensure compliance and smooth HR operations.
- Designed and executed employee engagement initiatives such as team-building activities, company retreats, and milestone celebrations, fostering a positive workplace culture.
- Develop, implement, and communicate HR policies and procedures.
- Provided customer chat support, addressing queries, resolving concerns, and ensuring a positive customer experience.
- Coordinated with customers and vendors, building strong relationships and ensuring seamless communication.
- Oversaw company assets to ensure proper utilization, tracking, and documentation.
- Partnered with leadership and cross-functional teams to streamline HR processes and elevate employee experience.

## **Aelum Consulting Pvt. Ltd. (ServiceNow Partner) – Jaipur**

HR Intern | Jan 2022 – Mar 2022

- Assisted in full-cycle recruitment, from sourcing candidates to coordinating interviews and processing hiring decisions.
- Managed recruitment tracking systems, ensuring data accuracy and timely follow-ups with candidates.
- Communicated hiring decisions professionally, sending offer and rejection letters, while maintaining a positive employer brand.
- Drafted and posted job advertisements across multiple platforms, enhancing applicant engagement.

## **Education**

- MBA (HR & Business Analytics) – Arya College of Engineering & IT (2022–2024)
- B.Sc. (Mathematics) – MDS University, Ajmer (2019–2022)
- Science (PCM) – Tagore Education and Research Institute

## **Certifications**

- SAP HCM Certification

- RS-CIT (Rajasthan State Certificate in Information Technology)

## Core Skills

- HR Operations & Payroll: PF, ESIC, Income Tax, Compliance
- Talent Acquisition: IT & Non-IT hiring, sourcing, screening, onboarding
- Performance Management: PMS, KPIs, appraisals, PIPs, succession planning
- Employee Relations & Engagement: Conflict resolution, grievance handling, R&R, culture building
- Compensation & Benefits: Salary structuring, benchmarking, payroll processing
- HR Analytics & Tools: HRIS (SAP HCM, Zoho, Keka, Greyt HR), Excel, Power BI, Tableau, Google Workspace
- HR Policy & Compliance: Policy design, implementation, labor laws, audits
- Additional Tools: Canva (for HR presentations & employee engagement materials), WordPress, CRM systems
- AI Tools: ChatGpt, Gemini, Perplexity and Co-pilot