

Raneen Omiya

Human Resources Representative

Profile

Dedicated Human Resources Representative with 1 year of experience in employee relations, recruitment, and benefits administration. Strong interpersonal and communication skills with a proven ability to efficiently manage multiple tasks in a fast-paced environment. Highly adept at supporting HR processes and promoting a positive company culture. Seeking to leverage expertise to drive HR initiatives and contribute to organizational success.

Employment History

Human Resources Representative at Walmart Inc., AR

May 2023 - Present

- Successfully implemented a new onboarding program for over 500 new employees, reducing the average time taken for orientation by 40% and increasing employee satisfaction by 20%.
- Streamlined the recruitment process by implementing an Applicant Tracking System (ATS), resulting in a 30% reduction in time-to-hire and improving the quality of candidates by 25%.
- Developed and executed a comprehensive employee engagement strategy, leading to a 15% increase in overall employee satisfaction and a 10% reduction in turnover rate.
- Conducted a company-wide training needs analysis and designed targeted training programs for 1,000 employees, resulting in a 35% increase in productivity and a 20% improvement in employee skill sets.

Human Resources Assistant at Tyson Foods Inc., AR

Jul 2022 - Mar 2023

- Successfully implemented a new onboarding program for over 200 new employees within the first year, reducing the time spent on orientation by 30% and increasing employee satisfaction by 20%.
- Streamlined the recruitment process by developing and implementing a new applicant tracking system, resulting in a 40% reduction in time-to-fill for open positions and a 25% increase in the quality of candidates.
- Led a company-wide diversity and inclusion initiative that increased minority representation in management positions by 15% and improved overall workplace culture, as evidenced by a 10% increase in employee engagement scores.

Education

Bachelor of Arts in Human Resources Management at University of Arkansas, Fayetteville, AR

Sep 2018 - May 2022

Relevant Coursework: Organizational Behavior, Human Resource Management, Employment Law, Labor Relations, Recruitment and Selection, Training and Development, Compensation and Benefits, Performance Management, Workplace Ethics, and HR Analytics.

Details

raneen.omiya@gmail.com

(196) 006-4711

123 Oak Street, Little Rock, AR 72201

Links

[linkedin.com/in/raneenomiya](https://www.linkedin.com/in/raneenomiya)

Skills

Onboarding

Workday

Conflict Resolution

Payroll Management

Benefits Administration

Talent Acquisition

Employee Relations

Languages

English

Bengali

Hobbies

Creative writing

Gardening

Photography