



BENAZIR SADIQ

MANAGER - HR

PERSONAL PROFILE

Results-driven HR & Operations Leader with 10+ years of experience in tech-enabled and growth-focused environments. Skilled in setting up HR systems, leading full-cycle recruitment, streamlining operations, and ensuring compliance. Strong track record in supporting scaling teams, driving performance culture, and aligning people strategies with business goals.

AREAS OF EXPERTISE

- Human Resource Strategy & Planning
- Talent Acquisition & Workforce Development
- Organizational Development & Culture Building
- Performance Management Systems
- HR Operations & Policy Implementation
- Compliance & Labor Law Management
- Employee Engagement & Retention
- Training & Leadership Development
- Business Process Optimization
- Cross-functional Team Management
- HR Tech Tools & Analytics
- Scaling HR for Startups and Growth-phase Companies

WORK EXPERIENCE

MANAGER - HR

Mikro Grafeio (Coimbatore & Bangalore) - Sep 2024 – Apr 2025 (8 months)

- Designed and implemented HR policies aligned with company goals and labor laws.
- Led full-cycle recruitment and workforce planning for multiple business units.
- Enhanced onboarding programs to improve employee integration and retention.
- Managed performance appraisal systems and introduced KPI tracking.
- Handled employee relations, conflict resolution, and statutory compliance.
- Oversaw payroll and benefits administration, ensuring timely processing.
- Utilized HR analytics to support leadership decision-making.

OPERATIONS & HR MANAGER

**Arion Media Corp and ATTS Technologies
Apr 2019 – Aug 2024 (5 years 5 months)**

- Directed daily operations across departments, ensuring process efficiency.
- Recruited and onboarded staff, and created development plans for teams.
- Managed accounts, vendor coordination, and cross-functional workflows.
- Implemented strategic goals, monitored KPIs, and controlled department budgets.
- Ensured legal, financial, and operational compliance across the organization.
- Partnered with leadership to improve productivity and team performance.

HR GENERALIST

**Benz Venture, Coimbatore
Dec 2016 – Mar 2019 (2 years 4 months)**

- Managed end-to-end recruitment, onboarding, and orientation for new hires.
- Developed HR policies, handled employee grievances, and ensured statutory compliance (PF, ESI, etc.).
- Administered payroll, leave, and benefits, ensuring timely and accurate processing.
- Supported performance management through appraisal coordination and KPI tracking.
- Maintained employee records, HR metrics, and generated reports for leadership.
- Conducted training programs and engagement initiatives to improve retention and productivity.

BENAZIR SADIQ

MANAGER - HR

CONTACT INFO

📍 Address: No:42, Abbas Garden 2nd Street, Luna Nagar,
Thadagam Road, Coimbatore – 641025

☎ Phone: +91-99767 61202

✉ Email : benazirsadiq06@gmail.com

🔗 LinkedIn: [linkedin.com/in/benazir-sadiq-8a0846172](https://www.linkedin.com/in/benazir-sadiq-8a0846172)

🎂 DOB : 03 November 1988

ACADEMIC HISTORY

BHARATHIAR UNIVERSITY, COIMBATORE | 2014 – 2016

🎓 MBA (HR & Industrial Relations)

Distance Education Program focused on human resource strategy, labor laws, and organizational behavior.

RATHINAM COLLEGE OF ARTS & SCIENCE, COIMBATORE | 2006 – 2009

🎓 B.Sc. Visual Communication

Specialized in media studies, graphic design, photography, and communication techniques.

WORK EXPERIENCE

HR GENERALIST

Millennium HRD Consultants

Jun 2016 – Nov 2016 (6 months)

- Conducted candidate screening and interview scheduling.
- Prepared offer letters, maintained employee records, and managed onboarding.
- Supported payroll processing and employee documentation.
- Resolved employee grievances and conducted exit interviews.

PRIMARY TEACHER

Vel International Public School

Apr 2015 – Apr 2016 (1 year 1 month)

- Managed classroom activities and academic delivery for primary students.
- Fostered student development through structured curriculum planning.

MONTESSORI TEACHER & MODERATOR

Vishwakar Pre-School

May 2014 – Apr 2015 (1 year)

- Delivered early childhood education using Montessori methods.
- Supported academic coordination and parental communication.

ACADEMIC COUNSELOR & MONTESSORI TEACHER

EUROKIDS

Aug 2013 – Apr 2014 (9 months)

- Counseled parents and managed early education programs for children.
- Facilitated structured learning in a nurturing environment.

WORK REFERENCES

Available upon request

SINCERELY YOURS

