

JASKIRAN KAUR

HR ASSISTANT

CONTACT

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- Chandigarh , India

EDUCATION

Year of completion -2020

PUNJAB UNIVERSITY

- Masters of Commerce

Year of completion- 2018

PUNJAB UNIVERSITY

MCM DAV CHANDIGARH

- Bachelor of Commerce

SKILLS

- Project Management
- SLA and time management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Leadership qualities
- Adaptability and quick learning

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- French (Intermediate)
- Punjabi (Fluent)

PROFESSIONAL SUMMARY

Strategic HR professional with 6+ years of experience at Amazon Web Services (AWS) and Amazon, delivering impact across HR Operations, Talent Acquisition, and Learning & Development in US, EU, EMEA, APAC, and global regions. Demonstrated leadership in driving end-to-end HR operations, high-volume hiring support, onboarding excellence, payroll and leave administration, and compliance-driven processes at scale. Trusted partner to business and operations leaders, known for ownership, data-driven decision-making, and delivering workforce solutions that improve productivity, readiness, and employee experience. Adept at operating in fast-paced, complex environments while leading initiatives that align people strategies with business outcomes.

WORK EXPERIENCE

Amazon

July 2019 – Present

Talent Acquisition & Hiring Operations

- Led end-to-end recruitment support for 450+ hires (internal and external), managing the full hiring lifecycle from requisition to onboarding.
- Partnered with hiring managers and stakeholders to meet workforce demands within SLA, ensuring timely and compliant hiring outcomes.
- Reduced candidate drop-off by 12% through structured communication, proactive follow-ups, and improved candidate engagement.
- Coordinated onboarding readiness, ensuring 100% compliance across documentation, system access, and Day-1 requirements.
- Supported high-volume hiring operations while maintaining data accuracy, audit readiness, and policy compliance.

Training and Quality

- Partnered with operations leaders to design and deliver plant-level learning programs for 3,000+ employees, aligned to production forecasts and capability gaps.
- Drove learning initiatives impacting safety, quality, productivity, and customer experience across multiple operational functions.
- Ensured 95%+ on-time completion of onboarding, new hire training, coaching, and performance improvement programs through disciplined tracking and follow-ups.
- Monitored training and coaching completion for 3,000+ associates, closing gaps and improving readiness through targeted interventions.

HR Operations Specialist

- Delivered end-to-end HR backend operations across US, EU, EMEA, APAC, and global regions, ensuring consistent and compliant employee support.
- Administered maternity and statutory leaves, overtime processing, salary computation statements, and payroll inputs in alignment with regional policies.
- Resolved payslip and payroll discrepancies by auditing timekeeping, overtime, and attendance records, ensuring accuracy within defined SLAs.
- Managed time and attendance systems, including time-guard corrections, to support accurate payroll and reporting outcomes.
- Partnered with payroll, finance, and regional HR teams to ensure timely processing, compliance, and audit readiness.
- Served as a key point of contact for employee HR operational queries while maintaining data privacy and compliance standards.

