

ANJANA VARMA

HRPA Member | CHRP Candidate (NKE in Progress)

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CAREER OBJECTIVE

Seeking to leverage my expertise in team management, strategic planning, and operational efficiency to drive business growth while developing a strong foundation in Human Resources.

PROFESSIONAL SUMMARY

HRPA member and business graduate with strong experience in team leadership, employee relations, recruitment support, scheduling, and operational compliance. Proven ability to support HR functions including hiring coordination, onboarding, performance management, and workforce planning. Seeking an entry-level HR Assistant / HR Coordinator role to grow within Human Resources.

CORE HR & PROFESSIONAL SKILLS

- Recruitment Support & Resume Screening
- Interview Scheduling & Candidate Coordination
- Employee Relations & Team Engagement
- Training & Onboarding Support
- Performance Management Support
- Workforce Scheduling & HR Administration
- HR Documentation & Compliance
- Microsoft Office (Excel, Word, Outlook)
- CRM & HR Systems (Exposure)
- Budgeting & Operational Reporting

PROFESSIONAL EXPERIENCE

Assistant Manager – Eclipse

May 2024 – Present

- Lead and support teams of associates, fostering employee engagement, productivity, and adherence to company policies.
- Assist with recruitment activities including resume screening, interview coordination, and HR liaison support.
- Support onboarding and training of new hires ensuring smooth integration and role clarity.
- Participate in performance discussions, coaching, and feedback to support employee development.
- Manage scheduling, attendance tracking, and workforce planning to meet operational needs.
- Oversee inventory, reporting, and daily operations while maintaining compliance with workplace standards.

Team Lead – Reitmans

April 2022 – May 2024

- Supervised and supported sales associates, promoting positive employee relations and teamwork.
- Assisted with new employee onboarding, training, and shift scheduling.
- Addressed employee concerns and escalated HR-related matters when required.
- Collaborated with management to improve staff performance, retention, and engagement.
- Maintained operational records, inventory control, and daily reporting.

EDUCATION

Graduate Degree – Business Management

2020 – 2022

Cape Breton University

Specialization: Business Strategy & Leadership