

# Sanjana Karfa

+91 9609239246 | [karfasanjana@gmail.com](mailto:karfasanjana@gmail.com) | [sanjanas.info](http://sanjanas.info) | [linkedin.com/in/sanjana-karfa](https://linkedin.com/in/sanjana-karfa)

## SUMMARY

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A dedicated Human Resources professional with comprehensive knowledge across the core disciplines of Human Resource Management. Committed to driving organizational value through strategic HR practices while continuously seeking growth through diverse and challenging roles within the function.

## EXPERIENCE

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### Human Capital Operations - Administrative

March 2024 – Present

*PwC AC (FirstMeridian Global Services)*

*India*

- Spearheaded comprehensive data audits for new hire onboarding records at scale; identified, reconciled, and remediated discrepancies to ensure full regulatory compliance and adherence to organizational governance standards.
- Administered and optimized the enterprise-wide HRIS database, safeguarding data accuracy, integrity, and confidentiality across all HR personnel records in alignment with data governance frameworks.
- Collaborated seamlessly with cross-functional, multicultural teams and engaged key stakeholders across business units to drive alignment and deliver on strategic organizational objectives.
- Executed Risk Control Self-Assessment (RCSA) initiatives, conducting systematic risk analysis across sampled HR functional metrics, gaining end-to-end exposure to the organization's HR process landscape and strengthening the department's risk posture.

### Human Resource Intern

Sep 2023 – Feb 2024

*PhonePe*

*India*

- Coordinated end-to-end mass hiring drives and onboarding workflows for seamless new joiner integration.
- Maintained Joiners' Confirmation tracker and New Offer Release Database with full data accuracy.
- Partnered with Hiring Managers to align recruitment pipelines with headcount targets and org priorities.
- Published periodic headcount reports and people database summaries, enabling data-driven workforce decisions.

## EDUCATION

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### The University of Burdwan

*MBA (Human Resource)*

Burdwan, West Bengal

*2021 – 2023*

### St. Xavier's College (Autonomous), Kolkata

*PgD in Mass Communication and Public Relations*

Kolkata, West Bengal

*2021 – 2022*

### St. Xavier's College, Burdwan

*B.A. English (Hons.)*

Burdwan, West Bengal

*2018 – 2021*

## CERTIFICATIONS AND TRAININGS

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**TCS Youth Employment Program** – Employability Skills Development Training

**Google Digital Garage** – The Fundamentals of Digital Marketing

**TCS iON Career Edge** – Young Professional Certificate

**College Tips Summer Internship** – Certificate of Experience in Video Editing

**The Open University** – An Introduction to Intercultural Competence in the Workplace

## KEY COMPETENCIES

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**HR Competencies:** Workforce Data Management, HR Audits & Compliance, Risk Analysis, Data-Driven Decision-Making, Agile Methodology, Ethics & Governance

**Tools:** Excel, WorkDay, AC Hub, Word, PowerPoint, SAP, GreenHouse

**Core Strengths:** Cross-Functional Communication, Emotional Intelligence, Stakeholder Engagement, Results Driven

## KEY ACHIEVEMENTS AND PARTICIPATIONS

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Participated in the 35th Industrial India Trade Fair by Bengal National Chamber of Commerce and Industry.

Recognized for performing arts in national dance competitions at Delhi, Kolkata and Bhopal.

Secured triumphs in athletics and cricket at various levels, illustrating a commitment to a well-rounded approach.