

PERSONAL DETAILS

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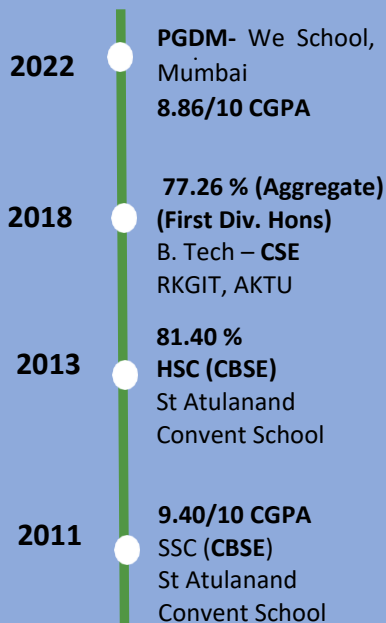
Permanent Address

Kashi Enclave colony, Varanasi

Current Address

Chandigarh/ Bangalore

ACADEMIC PROFILE



SKILLS

- MS Office
- MySQL
- Employee Engagement
- Power BI
- Performance Management
- Design Thinking
- Adoptive & Agile
- Handling tough stakeholders
- Query resolution
- Coaching & Counselling

CERTIFICATIONS

- Excel skills for business: essential from Macquarie University (Coursera) 2020
- Basic course on Tableau (Udemy) 2020

Uditi Singh

HR Business Partner



Summary

A result-oriented HR professional with about 2 + years of work experience in HRBP role, with expertise in stakeholder management, employee engagement, employee champion, performance management, learning and development, people analytics, compensation & benefits

Top 5 Gallup Strength: Communication, Achiever, Woo, Activator, Analytical

Work Experience

33 Months

Frontizo Business Services (Amazon & Patni group Joint Venture)

Human Resource Business Partner

Nov 22'–Present

- Responsible for overseeing and managing a team of over **600 associates**, **25 Team Managers**, **3 Group Managers** as an on-site HR Business Partner
- Provided **strategic HR guidance** and support to the organization, ensuring alignment with business objectives, and fostering a **positive** work environment
- Conducted regular needs **assessments** to identify **training and development opportunities** for associates and managers
- Collaborate with **cross-functional** teams to streamline HR processes, including **recruitment, IJP, performance management, and employee relations, payroll**
- Ensure **compliance** with employment **laws** and **regulations**, staying up to date with changes and proactively implementing changes
- Employee **diversity** and **inclusion initiatives**, promoting a culture of **respect, equality, and fairness** by ensuring the **procedural justice**.
- **Managed to retain controllable attrition** type **every week** and **performed detailed analysis on attrition** to share in **weekly** and **monthly** business meetings, worked on **action plans** and managed to bring change of **200-300 Bps every month**
- Handled **Check-Ins** for all the employees, and **handled 100% of Exit discussions, PIP, Warning** discussions.
- Taken **projects** – Metric Champion, Thrive certification, IJP, Annual & Quarterly Rewards and recognition

NielsenIQ - Human Resource Business Partner

Feb 22'–Oct 22'

- Responsible for **maximizing employee performance** in support of the organization's **strategic goals**.
- Balance client success with the needs of the business, working on Performance Reviews, Diversity Initiatives, **Attrition, Talent Planning & Review, Employee Engagement** - Training for employees, **Inductions**, Manager Check-Ins, query resolution
- Working closely with the **Legal** team, **payroll**, & senior management for a safe workplace & **effective policy** for all
- Finding ways for **automation** and **streamlining** of internal processes and programs
- **Retained 3.5%** of employees by assigning them to a different team and giving them more job responsibility by understanding the scope of the business.
- Conducted **One to One Check-Ins** for **33% of the employees** and **handled 100% of Exit discussions** and formalities.
- Conducted **POSH training** and **compliance training** with the legal team for more the **400** associates.
- Supported **Employee Onboarding process**, and Induction sessions for **100% of new joiners**.

Xceedance – Software Analyst Programmer

Jan 18'–Aug 19'

- Worked as a **full stack software developer** for a client in the **Insurance industry**
- **Built, tested, and deployed** scalable software products, maintained **good relationships** across **IT and Operations** teams
- **Collaborated** on all the stages of the systems development lifecycle from **contributing to requirements gathering to production releases**

<ul style="list-style-type: none"> ● HR as a Business Partner by Michael Mc Leron (LinkedIn Learning) 2022 ● Talent management by Kathrine Sharon (LinkedIn Learning) 2022 	SUMMER INTERNSHIP (SIP) & Winter Internship		4 Months
	<i>Reliance Jio Creative - Talent acquisition and operations Associate</i>		June 21'- Aug 21'
	<ul style="list-style-type: none"> ● Proactively set – up, and supported the delivery of HR Processes and Managed HR driven Projects cross-functionally with 4 Teams within the provided Turnaround time ● Built a strong business relationship with partners and stakeholders like 25+ colleges, and universities, and coordinated with top management ● Identified and Assisted talent acquisition- sourced CVs, conducted the first round of interviews, lined up Interviews, Conducted HR Orientation - for 50+ interns and employees alike, and created a complete data repository for 8 profiles ● Suggested ways to improve employee engagement and worked with the Jio Labs Head on strategic business matters. 		
	<i>Ernst & Young – Human Resource Intern</i>		Oct 21'- Dec 21'
LANGUAGES <ul style="list-style-type: none"> ● English ● Hindi ● French (Beginner Level) 	<ul style="list-style-type: none"> ● Collaborated with the internal teams, Third Party vendors for Various positions ● Generated and analyzed HR-related reports using concepts of HR Analytics 		
	Responsibilities and Achievements (Academic, Competitions, others)		
	Positions of Responsibility held pre-We School		
	<ul style="list-style-type: none"> ● Worked as Co-Founder of Literary Council of college-BIRDS (Brilliant Insightful Rhetor's Debonair Society) ● Served as Sports organizing Core committee member in Zonal level fest, Event Head, resolved conflicts, counselled junior teammates, handled and coordinated with teams in cultural fest 		
HOBBIES AND INTERESTS <ul style="list-style-type: none"> ● Badminton ● Chess ● Reading Articles ● Watching journeys of people ● Listening to music ● Yoga ● Trying new cuisines ● Travelling 	Achievements pre-We School		
	● Got Pre-Placement Offer for full work hours paid Internship		2018
	● Awarded for excellent performance in all the curriculums and activities at college		2018
	● Won Second Prize in Badminton in college fest		2017
	● Won prizes in literary events (debate, JAM)		2014-2017
	● Represented College in IIT Delhi fest Rendezvous		2015