



KALINDI SAXENA

HR PROFESSIONAL

7042175822

kalindisaxena173@gmail.com



<https://kalindia1703.github.io/shiney-octo-carnival/>



Laxmi Nagar Delhi

Education

Bachelor of Engineering

Electronics & Telecommunications
2010-2014
RGTU

Master of Business Administration

HR and Marketing
2018-2020
DAVV

Certifications

- Advance HR Analytics - IIM Rohtak
- Microsoft Certificate in AI and Prompt Engineering
- Certificate SAP Software
- Certificate in Strategic HR Business Partner

Technical Skills

- Web development : HTML , CSS , Bootstrap
- Data and business Analysis : Power BI , Tableau
- Cloud Server: Microsoft Azure
- HR ATS Software , HRMS Software Keka , HR Factor
- Microsoft Teams , Zoho , Slack , Trello , Mailchimp Software
- Artificial Intelligence
- Microsoft Office 365
- Designing Tool : Canva

About me

A skilled HR professional with over 5 years of experience in recruitment, employee relations, and performance management. I have a strong focus on using data-driven insights to enhance HR processes, with proficiency in tools like Power BI and Tableau. I am currently pursuing a Diploma in Advanced HR Analytics to improve decision-making and bridge the gap between HR and data analytics. Additionally, I am gaining knowledge in web development and cloud technologies to further contribute to HR's technological advancements.

Experience

Senior HR Executive

Jun 2024 -- Till Date

BVG Group

BVG Group is a 50-year-old leading real estate company in Indore, currently managing five subsidiaries, including Neminath Buildcon and UPVC Technocrats Pvt. Ltd. The company is running real estate projects valued at INR 1500 crores.

Responsibilities:

Talent Acquisition: Led hiring for construction and corporate roles, building a strong talent pool across subsidiaries.

Employee Relations & Engagement: Fostered a positive culture and resolved employee issues, driving engagement initiatives.

Performance Management: Managed goal-setting, appraisals, and development to enhance performance and identify future leaders.

Compensation & Benefits: Developed competitive compensation structures and managed employee benefits, ensuring legal compliance.

Payroll Processing: Ensured accurate salary disbursements, tax calculations, and statutory compliance.

Training & Development: Identified skill gaps and designed learning programs to support employee growth and safety.

HR Policy Development & Compliance: Developed and updated HR policies, using data-driven insights to ensure alignment with labor laws and business needs.

HR Administration & Reporting: Managed HR records and generated reports with actionable insights using Power BI and Tableau for senior management.

Organizational Development: Assisted in team structuring and led change management initiatives, applying data analytics to align with business objectives.

Skills

Talent Acquisition & Recruitment
Employee Relations
Performance Management
HR Policy Development & Compliance
HRIS (Human Resource Information System)
Data Analytics (Power BI, Tableau)
Payroll Management
Training & Development
Employee Engagement
Communication & Interpersonal Skills
Time Management
Leadership
Passionate & Results-Driven

Language

English
Hindi

Personal Details

Nationality : Indian
Marital Status: Single
Father Name: Mr. Brijaditya Saxena
Mother Name: Mrs. Rashmi Saxena
Native: Narsingharh

Manager-Business & Operations Feb 2024-May2024

School IP Learning Pvt. Ltd. venture with Agrawal Industries

- Responsibilities:**
- Project Implementation:** Successfully implemented the educational initiative in two schools under Agrawal Industries, overseeing all HR, operational, and business development aspects.
 - Business Development:** Played an active role in business development, helping to introduce and expand the initiative within the schools.
 - Faculty Training & Development:** Led the training of faculty members to align with the project's goals, ensuring a high standard of teaching.
 - Parent & Teacher Counseling:** Provided counseling sessions for parents and teachers, addressing their concerns and ensuring their support for the initiative.
 - Presentations & Stakeholder Engagement:** Delivered presentations about the initiative to key stakeholders, ensuring buy-in and commitment to the project.
 - Enrollment Success:** Contributed to the successful enrollment of over 500 students into the initiative, driving its growth and impact.
 - HR & Operational Setup:** Established HR processes and operational workflows for smooth project execution and continued success.

Senior HR Executive May 2021 - Feb 2024

Alzato Overseas Education Pvt. Ltd.

Alzato Overseas Education Pvt Ltd a rapidly growing organization, focuses on enabling middle-class Indian students to secure fully-funded scholarships in top global universities The company grew from one office to 13 branches during my tenure.

- Responsibilities:**
- Strategic Partner in Organizational Growth As a Senior HR Executive, I contributed to scaling HR operations from a single office to managing 13 branches across India I collaborated closely with the leadership team to develop HR policies that supported rapid expansion while ensuring operational consistency across locations
- Technology Advocate :** I actively contributed to the integration of Cloud Azure, Power BI, and AI tools into the company's HR operations. These technologies optimized recruitment, payroll management, and employee data analysis, significantly improving decision-making processes and operational efficiency.

Collaboration and Learning: Working with experienced directors, I gained hands-on experience in company policy formulation and strategic HR management This exposure helped me understand how technology can be leveraged to drive HR innovations and organizational growth.

HR and Admin Intern Jan 2021 - Apr 2021

Anaxee Digital Runners Pivate Limited

LNCT Group of Colleges Sep 2020 - Jan 2021

- Assist in recruitment by screening resumes, scheduling interviews, and coordinating hiring processes.
- Support employee onboarding and maintain accurate HR records.
- Help organize and track training and development programs.
- Assist in payroll processing and benefits administration.
- Contribute to HR reporting by preparing data for management review.
- Support employee relations by addressing queries and assisting with engagement initiatives.

Reference

Mr. Vaibhav Bakshi
HR Manager at BVG Group
91-7770860003

Mrs. Bhawna Bhatia
Vice Principal at Agrawal Schools
91-9111370306

Mr. Apoorv Kohli
Owner at Alzato Overseas Edu
91-7898700194

Mr. Jayesh Taklikar
Director at Alzato Overseas Edu
91-7020017576

Key Contributions & Strategic Initiatives

Change Management Leadership: Led organizational change initiatives, ensuring smooth transitions during HR system upgrades and process improvements, while maintaining employee morale and engagement throughout the change process.

Digital Transformation in HR: Spearheaded the adoption of modern HR technologies, facilitating the digitization of HR processes and ensuring greater efficiency, accuracy, and user satisfaction across HR operations.

Cross-Departmental Collaboration: Collaborated effectively with multiple departments, including IT and Finance, to align HR processes with broader business goals, ensuring cohesive and integrated approaches to talent management and organizational development.

Accomplishments

Ranked 5th in MBA – Secured 5th position in MBA across the entire university, showcasing academic excellence in management and leadership.

Award for Excellence in Engineering – Honored by the Governor of Madhya Pradesh for securing 1st position in Engineering at the university.

Class 12th Academic Excellence Award – Recognized by the Chief Minister of Madhya Pradesh for exceptional performance in Class 12th.

Top Performer in Class 10th – Achieved 1st position in the district and 23rd in Madhya Pradesh.

Selected for Bal Sansad (Children's Parliament) – Represented my district in the Indian Parliament, engaging in critical discussions and demonstrating early leadership and civic involvement.

Teaching Children in Slums Area , Blood donation , Plantation

Declaration

I declare that the information presented in this resume is true and accurate to the best of my knowledge.

Date

Signature