

Prayukti Joshi

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CAREER OBJECTIVE

To work with passion and commitment for developing core competence towards fulfillment of individual as well as organizational goals, while consistently enriching both.

PROFILE SUMMARY

1. HR Professional with 2 years of experience in Learning & Development, Employee Engagement, Performance Management System.
2. Proficiency in **maintaining training process, conceptualization of training modules, carrying out the plan for measuring training effectiveness and managing the trainee development programs.**
3. Experience in **restructuring the training process, designing modules of training, taking awareness sessions, PMS.**
4. Preparing Organogram for the organization.

AREAS OF INTEREST

- Learning & Development
- Talent Management
- Talent acquisition
- Performance Management
- Onboarding & Induction
- HR Policies and Systems

CAREER CONTOUR

Since May 2016 at Torrent Power Limited-(Transmission & Distribution Unit) as an HR Executive

Learning & Development:

- Identification of training needs, which includes training needs at organizational level, departmental level and individual level.
- Preparing training calendar & Budget
- Identification of trainers
- Conceptualization of training modules as per the customized needs along with the trainer and HODs.
- Coordination and execution of training ensuring maximum learning for the targeted group.
- Carrying out the plan for measuring effectiveness of the program.
- Ensuring the gap fulfillment of required competencies.

Employee Engagement:

- Designed and conducted the employee engagement survey on pilot basis for 2 Major departments.
- Identified the grey areas of intervention through data analysis.
- Formed a committee to carryout action plan for the identified area.
- Monitoring regular meetings of the committee on quarterly basis.
- Ensuring maximum participation and enthusiasm in "Employee Connect" activities such as:- GAME-A-THON, Ras Garba, Torrentian Day celebration, Women's Day, Independence Day, Republic Day etc.

Performance Management System:

- Responsible for deployment of PMS
- Coordinated goal setting, mid-year review & final appraisal exercise for TPL, Ahm T&D business & ensured timely availability of 100% goal & appraisal sheets of all officers in the online system.
- Carried out corrective changes in PMS online system to make the system more user-friendly.
- Prepared presentation of PMS to guide them through PMS process.
- Coordinated with Zonal HR to ensure the reporting relationship for the PMS is in line with the reporting matrix.
- Resolved employee queries pertaining to goal setting & final review.
- Provided data based support in finalizing bell curve.
- Prepared organogram of each department.
- Performed scenario analysis to determine merit rise for different levels based on the guidelines of corporate.
- Performed parity analysis & identified cases for compensation re-fixation.
- Worked out span of control details of all officers.
- Prepared justifications for promotion recommendations in consultation with HOD's
- Facilitated case studies, exercises for PMS module with a view to strengthen the understanding of Managers on PMS system.
- Analyzed the feedback of participants of PMS module.

New Projects:

a) Online Competency Mapping:

- Developed competency matrix in consultation with departmental heads.
- Prepared the competency mapping templates for each department.
- Coordinated with IT Team for making competency mapping online.
- Resolved the employee queries related to online competency mapping system.

b) New structure of competency mapping:

- Provided support in development of new competencies for TPL.
- Prepared positive negative indicators for each of the competencies.

c) Initiated knowledge sharing session for each of the departments in a view to foster learning environment within the organization.

d) Provided support in developing mentor mentee process for trainees.

RESEARCH / DISSERTATION UNDERTAKEN

- **Masters in Human Resource Management:**
Title: "A Study to measure the effect of emotional quotient of employees on Organizational effectiveness" at GEA Pharma Systems Pvt. Ltd.
- **Diploma in Human Resource Management:**
Title: "A Study to know work life balance of working women".
- **Bachelors in Arts (Industrial Psychology):**
Title: "To measure the co-relation between Enneagram personality test and Leadership styles"

• EDUCATIONAL CREDENTIALS

- **MASTERS IN HUMAN RESOURCE MANAGEMENT 2014-16**
Faculty of Social Work, the Maharaja Sayajirao University of Baroda, 7.5 CGPA
- **DIPLOMA IN HUMAN RESOURCE MANAGEMENT 2013-14**
Faculty of Social Work, the Maharaja Sayajirao University of Baroda, 7.5 CGPA
- **BACHELOR OF ARTS (Industrial Psychology) 2010-2013**
Faculty of Arts, the Maharaja Sayajirao University of Baroda, 73.2 %
- **XII 2010**
Alembic Vidyalaya, Vadodara, 89 %
- **X 2008**
Vidya Vihar School, Vadodara, 82%

INTERNSHIP/ FIELDWORK EXPERIENCE SUMMARY

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| • L & T Chiyoda, Knowledge city | Dec 2015 – April 2016 |
| • FAG Bearing India Ltd. | July 2015 – Nov 2015 |
| • GEA Pharma Systems Pvt. Ltd. | May 2015- June 2015 |
| • Office of Corporate Affairs | Dec 2014 – April 2015 |
| • Shroff Foundation Trust | Aug 2014 – Nov 2014 |
| • Surti Sweets & Snacks Pvt. Ltd. | Aug 2013 – April 2014 |

AWARDS & RECOGNITIONS

- I have received a degree of “Music Visharad” in Vocal from Gandharv Mahavidyalaya, Mumbai.
- I have done Diploma in Violin from Faculty of Performing Arts, The M.S.University of Baroda (2010-2014)
- I have been awarded for securing highest marks (Subject wise) in HSC examination.
- I represented the Office of Corporate Affairs at Vibrant Gujarat Global Summit 2014-15, Gandhinagar.
- I had organized a workshop on “Corporate Etiquette” by Ms. Avi Sabavala for Office of Corporate Affairs.

PERSONAL DETAILS

- Date of Birth: 04/05/1993
 - Languages Known: English, Hindi, Gujarati
 - Residential Address: A-13, Vraj Vihar Tenement, B/H Saurabh Park, Samta Road, Vadodara-390023
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