

**Name: Ms. Vaibhavi Lal Email id: [vaibhavilal3@gmail.com](mailto:vaibhavilal3@gmail.com) Contact info: 8320424512**

**Skills and Traits:**

* Learning and Development
* Interview Technique
* Recruitment
* Talent management
* MS Excel

**Career Objective:**

An Aspiring HR professional, with an objective to contribute to the growth and development of the organization by focusing on the **"Human Asset".**

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| **ACADEMIC QUALIFICATION** | **QUALIFICATION** | **INSTITUTION** | **YEAR OF PASSING** | **PERCENTAGE** |
| MBA - HR | Pune Institute of Business Management, Pune | 2023 | Pursuing |
| BBA | United world school of business, Karnavati  University | 2018 | 71% |
| 12th | Shanti Asiatic School | 2017 | 73% |
| 10th | Shanti Asiatic School | 2015 | 63% |

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| **Current company**    **Annapurna Finance Pvt Ltd** | **Job Roles and responsibility,Management Associate-HR**   * Update HRMS with employee information * Handled payroll data like leaves, working hours, and bank accounts * Attendance regularization and Compliance * Induction Training to New Joiners * Handle End – to – end recruitment. * Conducting GAP Analysis. * Handled employee grievance process in the organization |
| **SUMMER INTERNSHIP PROJECT**    **MAX Landmark Group**  **(2 months)** | **Project Entitled: “A Research on Employees Perceptive of Attrition Policy” Designation: Intern – HR Generalist**   * Update internal databases with new employee information, including contact details and employment forms * Handled payroll data like leaves, working hours, and bank accounts * Screened resumes and application forms * Schedule interviews with screened candidates * Post, update, and remove job ads from job boards, careers pages, and social networks * Handled employee grievance process in the organization |

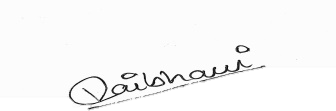
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| **LIVE PROJECT**    **GBR ROBOCOLOR PVT LTD.(15 Days)** | **Project Entitled: “A Study on Human Resource Information System at GBR Robocolor Private Limited”**   * Helped in revamping the Organization structure with the approval of Top Management. * Re-Designed Recruitment strategy & policy, Training & Development policy, Performance Management policy, Compensation & benefits policy, and CTC Structure of employees. * Designed various forms related to Recruitment and Selection, Training and Development and Performance Management. * Prepared Learning & Development Dashboard. * Prepared Training Kit including Training calendar for the company |

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| **WINTER INTERNSHIP PROJECT**    **BAJAJ ALLIANCE GENERAL INSURANCE**  **(2 months)** | **Project Entitled: “A Research Project on effective ways of sourcing” Designation: Intern – Talent Acquisition**   * Gain knowledge and experience of Talent Acquisition’s recruiting process * Learn how to screen resumes for various open positions * Support Manager with various administrative tasks, as needed (conference room booking, scheduling) * Schedule candidates for interviews process * Coordinated, planned, and organize HR-related events * Assist with a candidate tracking system in the organization * Administrative duties including answering phones, job postings, interview scheduling, and onboarding new hires |

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| **RESEARCH AND ACADEMIC PROJECTS** | * Prepared Recruitment and Selection, Training and Development, Payroll and Employee engagement   **Dashboard,** 2021.   * Prepared a **Training module** on emotional Intelligence, 2021. * Project on **‘Tata Motors’** – Designed **End–to–end Recruitment & Selection Process**, 2021. * Prepared report on “Study on Employees Behavior in Lockdown” 2020. |
| **ONLINE CERTIFICATION** | * Successfully completed online certification on **“Excel Dashboard”** by Linked in Learning, 2021. * Attended Entrepreneurship program from EDII, Gandhinagar 2020. |

**DECLARATION**

I do hereby declare that the above-mentioned information is correct and up to the best of my knowledge and I bear the responsibility for the authenticity of the data provided.



# Signature