

Chinkal Kedia

Ahmedabad, Gujarat, India



chinkal.kedia@gmail.com



7567530094



[linkedin.com/in/chinkal-kedia](https://www.linkedin.com/in/chinkal-kedia)

Summary

An Innovative Professional with experience in stakeholder management and HR expertise in a full range of Business and operational functions. Successfully develop initiatives that align HR strategic programs to advance Organisational objectives

Experience



Assistant Manager - HRBP

BYJU'S

Dec 2021 - Present (1 year 3 months)

- 1:1 connects with Stakeholders and developing strategies with regards to both compliance and performance
- Acting on inputs from early warning tools such as AMBER (which is a AI based BOT used to gauge pulse of employees)
- Manager Coaching with respect to performance driven initiatives.
- Connecting to employees whose performance has reduced to understand reasons and provide help
- Sharing the insights with the sales managers and helping sales managers to do things to address the BDAs concerns (including modifying their management style and approach)
- Directly acting on BDAs concerns in cases the concerns are not related to manager behaviours.
- Once in 2 weeks, has to evaluate the 15 sales managers in their unit on 'team culture' ability. There is a standard report card for this. The HR BP has to ensure that he/she daily meets quite a number of BDAs to gather enough information and insights to do this activity so that the rating is seen as both credible and heeling them to improve for the next fortnight by the sales manager
- Maintaining and completing daily reports on how many BDAs did they speak to, capturing insights and suggested actions to be taken.



Executive - HRBP

eInfochips (An Arrow Company)

Apr 2021 - Nov 2021 (8 months)

- First point of contact for Chipmate on all issues and partner with various HR COE's or any other teams needed.
- Grievance handling - ensure that the employee grievances are handled in appropriate and timely manner. Do investigations as needed and take appropriate actions in conjunction with the relevant people.
- Ensuring constant connect with the employees by conducting one on one, team meetings, skip levels and gather the pulse of the business, leading to solving grievances proactively any.
- Drive performance management cycle comprising career planning, appraisal workshops, appraisals & review, stratification of employees for BU
- Partner with the employees, managers and other business leaders to address performance gaps and facilitate discussions / process to evaluate appropriate action leading to filling the gaps.

- Ensure proper assimilation of the new joiners. (30, 60, 90 days feedback and closure on the actions for each employee)
- Collaborate with the leadership team and develop strong understanding of the business environment to implement HR initiatives
- Attrition analysis & Retention strategy - taking proactive measures to curb attrition.
- To be trusted advisor for TL's and Manager on people related issues, be a coach for them.
- Understanding & Undertaking Training Need Identification for the BU and helping in designing the training module.
- Implementation of HR Policies, processes code of conduct and ethics, compliances etc.
- Implementing various HR processes like Rewards & Recognition, critical talent, succession planning, Individual development plans and other initiatives launched by the various HR teams.
- Presenting MIS to the BU Leaders and ensuring actions per the discussions.
- Conducting regular internal audit to ensure system of consistency in quality of work done.

Happiness Officer- (HR Manager)

DevX

May 2019 - Apr 2021 (2 years)

At DevX we do not have an HR, we have a Happiness Officer. I have been responsible for spreading smiles in our team,

- My primary roles consist of Recruitment, Payroll, Training, and Development.
- We have developed a brief activity series for employee engagement
- We believe in working upon not only on Organisational Goals but also on Individual Growth

Operations Executive

YUVA Unstoppable

Jun 2015 - May 2019 (4 years)

My responsibilities were to plan and execute weekly activities and manage team leaders and volunteers.

- Planned and managed CSR activities for wonder wings and have been actively supporting radio Mirchi, idt, youth nation, Shyam mandir trust, udaan, funstein and all the other organization who wants to do good for the society.
- Initiated projects for providing different kinds of amenities to a number of underprivileged as well as special needs kids.
- My duties also consisted of coordinating with different institutes and groups to motivate and enroll them as volunteers for social service and weekly educational program activities.
- part of organizing 95+ social service activities throughout the year on a weekly basis.
- Conducted and managed summer camps (2015-16) in three SMC schools as well as one slum area which altogether consisted of more than 600+ underprivileged kids



Human Resources Intern

Mar 2018 - Apr 2018 (2 months)

- Conducted a survey on workplace strength in Larsen and Toubro Defense IC Hazira
- Planned and managed an entire training session related to employee engagement in 2 parts. The pieces of training session included 200 employees from diverse location



Human Resources Intern

Larsen & Toubro Special Steel & Heavy Forging

May 2017 - Jul 2017 (3 months)

- Praised for the works performed during the short tenure
- effectively carried out competency mapping and training assigning to the employees of SSHFSSHf
- also handled and managed a farewell event for the CEO of SSHF Mr. Ram Kulkarni
- The farewell included both professional and personal celebrations. I was entirely responsible for the whole and sole management, from gifts to décor.



Event Manager

DESERT PEARL ENTERTAINMENT - India

2012 - May 2015 (3 years)

Experience of two years as a freelance event manager with following companies 2013 to 2015

- Absolute events (ODI match)
- Desert pearl entertainment
- Marigold events
- Customs n culture events
- Euphoric events
- Procreate events
- Tulip touch events
- Exotic events
- Magic touch events
- Metropolis events

Education



Veer Narmad South Gujarat University, Surat

Master of Business Administration - MBA, Hr

2016 - 2018



S. M. Patel Institute of Commerce

Bachelor of Commerce (B.Com.), Business/Commerce, General

2012 - 2015



Divine Child High School

Hsc, Business/Commerce, General

Apr 2011 - Mar 2012



Ryan International School, Surat

SSC, General Studies

Apr 2009 - Mar 2010

Skills

Stakeholder Management • Attrition Reduction • Public Relations • Public Speaking