

# VEDANSH TRIPATHI

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## PROFESSIONAL SUMMARY

Human Resource professional with 5 years of experience in strategic HR management, talent acquisition, employee relations, HR analytics, and compliance. Proven ability to align HR policies with business goals, enhance workforce productivity, and drive continuous improvements in employee engagement. Seeking to leverage skills and leadership as an HR Manager in a growth-focused organization.

## PROFESSIONAL EXPERIENCE

### HR Manager

Mahindra Bundelkhand Automobiles Pvt. Ltd., Mahoba | Sept 2024 – July 2025

- - Defined and maintained organizational structure aligned with Mahindra norms.
- - Enhanced manpower productivity and aligned workforce planning with strategic goals.
- - Facilitated inter-department collaboration to support dealership growth.
- - Regularly monitored HR data systems (MILE) to eliminate discrepancies.

### Assistant HR Manager

Shunty Buntly Automobiles Pvt. Ltd., Kanpur | July 2024 – Sept 2024

- - Led end-to-end recruitment and employee onboarding.
- - Managed employee relations and addressed grievances proactively.
- - Maintained and reported HR analytics, including zonal attendance.
- - Ensured workplace safety through audits and training initiatives.

### Program Coordinator

Apparel Training and Design Center, Kanpur | Aug 2023 – July 2024

- - Coordinated government skill training programs in apparel and design.
- - Monitored training quality and ensured SSC reporting compliance.
- - Fostered trainer-trainee engagement and handled escalation.

### EDP Trainer & Project Advisor

CTI Computer Education & Skill Development, Kanpur | Aug 2021 – July 2023

- - Conducted EDP sessions to enhance employability and tech skills.
- - Guided data-driven project work and training implementation.
- - Facilitated logistics and learning environment setup.

## **HR Executive**

Team Lease Services Ltd., Kanpur | Jun 2020 – Jul 2021

- - Oversaw recruitment cycle including screening, interviews, onboarding.
- - Recommended and implemented HR software solutions (HRIS, ATS).
- - Supported L&D programs and assessed skill gaps.

## **EDUCATION**

- MBA in Human Resource Management – William Carey University | 2018 – 2020
- PGDCA in Information Systems Security – CTI Computer Edu. | 2017 – 2018
- B.Sc – CSJM University, Kanpur | 2014 – 2017
- 10th & 12th (Science) – UP Board

## **CERTIFICATIONS**

- Advanced Certificate in Computer Applications (ACCA)
- Course on Computer Concepts (CCC)
- ‘O’ Level – DOEACC/NIELIT
- Computer-Aided Design (CAD)
- Web Designing
- Stenography

## **TECHNICAL & HR SKILLS**

### **HR Skills:**

Recruitment & Selection, Employee Engagement, Training & Development, HR Policy & Compliance, Grievance Handling, Performance Management, HR Reporting & Analytics

### **Technical Skills:**

MS Office Suite, HRIS (HR DBMS), Tally ERP, Web Tools, Data Entry, Documentation, Email Management

### **Languages:**

English, Hindi