

SAMRIDHI MANCHANDA

Mobile: +91 - 7888678089

E-mail ID: sammanchanda.sm@gmail.com

LinkedIn: <https://www.linkedin.com/in/samridhi-manchanda-888827115>

Objective:

Seeking a challenging position to deliver the best of my skills and make the best use of my efforts in gaining experience.

Profile Summary:

Driven and energetic HR Professional with over 5 years of experience in executing and supporting critical HR initiatives to drive cost effectiveness and position companies for growth. Known for developing and implementing innovative policies and procedures that enhance efficiency and efficacy across operations. Certified in HR Analytics from **XLRI- Jamshedpur**. Thrives in fastpaced ever changing work environments. Promote a collaborative team and personal growth.

Core Competencies

Human Resource Operations | Employee Engagement | Performance Management | Employee Relations| Onboarding | Talent Management | Process Improvement | Compliance| Strategic Planning | Employee Benefits|

Employment Experience:

Sellcraft Global Solutions Pvt Ltd
[Manager-Recruitment]
[Oct 2022-Till Date]

1. Evaluating current recruiting procedures to determine whether they can be modified for increased efficiency and effectiveness.
2. Handling the team of recruiters and working on both IT & non IT requirements.
3. Modifying current recruiting procedures or developing new procedures as needed.
4. Supervising and providing overall guidance to the recruitment team.
5. Evaluating the performance of the recruitment team.
6. Liaising with company department heads to anticipate and plan for future recruitment needs.
7. Conducting interviews with job applicants and creating a shortlist of suitable candidates.

Accurate Global Alliances [Manager- HR]
[Apr 21-Sept 2022]

1. Provide leadership and coordination of company Human Resource functions. Develop and implement corporate Human Resource strategy and programs.
2. Formulation of HR strategy aligned to business
3. Ensuring the organization structure is aligned and suitably staffed.
4. Designing and implementation of new and existing HR policies and systems aimed at attracting, motivating, and retaining talent
5. Controlling HR costs to derive maximum benefit

**Capricot Technologies Private Limited [Executive – HR]
[Oct 2018- Feb 2021]**

1. Responsible for the end-to-end recruitment process, joining formalities, induction & orientation.
2. HR Operation which includes Attendance, Leave Management, Employee Welfare and Exit Formalities.
3. Part of policy formation and implementation team.
4. Managing employee separation and analysis of employee retention
5. Managing day to day operations and to coordinate in implementation of services as HRmanual.

**Bandhan Bank – Assistant Manager
[Jul 2017 – Aug 2018]**

1. Performed various responsibilities related to Retail Branch Banking i.e., Teller Operations, Front desk operations, Locker operations.
2. Assisted the supervisor with audits and daily balancing of the vault.
3. Proficiently compiled and produced detailed operational reports.
4. Managing operations like A/C opening, FD, Lockers.
5. Branch administration & ATM (onsite) management

Academic Records/Certifications

- Certified in HR Analytics from XLRI Jamshedpur in November 2021.
- MBA in HR from Lovely Professional University, Phagwara with 8.25 CGPA in 2017.
- B. Tech in Electronics & Communication Engineering from Lovely Professional University, Phagwara with 7.5 CGPA in 2014.
- Senior Secondary Education from M.G.N Public School, Kapurthala with 74.2% marks in 2010.
- Secondary Education from Little Angels Co-Ed School, Kapurthala with 85.2% marks in 2008.

Personal Strengths:

- Possess ability to work under pressure, willing to face challenges, possesses high commitment to succeed.
- Possess effective communication skills and strong analytical skills.
- Dependable team player, willing to assume high levels of responsibility.
- Strong leader with ability to build, motivate and retain successful team.

Personal Details:

Husband's Name	: Mr. Deval Sawhney
Date of Birth	: 28- Apr- 1992
Language known	: English, Hindi, Punjabi
Marital Status	: Married
Address	: Bestech Parkview Ananda, Sector- 81 Gurgaon, Haryana

