

Garima Seth

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Career Summary

- More than 4 years of experience in the field of HRM.
- Experienced in manpower planning, recruitment, developing performance management systems, developing employee welfare programs, identifying training needs and conducting training, employee grievance handling, developing and implementing disciplinary policies, conducting exit interviews, and final settlement of employees.
- Good communication and interpersonal skills.
- Well versed with Hire,google suite

Key Skills

- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Overall responsibility of manpower planning and recruitments.
- Developing the induction programmes for the new recruits.
- Working out the compensation plan and policies.
- Conducting research to study the current compensation trends in the market.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.

- Maintaining good internal communication within the company.
- Developing various reports for management, which make it easy to make decisions regarding the current resources.

Employers

- Currently working as HR Manager for Infobiz(United Kingdom) since Mar-2019.
- Worked as Assistant. Manager – HR for Saj education (Dubai) from April- 2016 to March-2019.
- Extensive experience as an online instructor with various organizations and virtual colleges from April 2012 to April 2019

Educational Qualifications

- MBA from University of people,California in 2020.
- MBA from Universidad Azteca,Mexico in 2019
- MSC from Shiats,Allahabad in 2012
- BSC from Allahabad university in 2007

Personal Details

Languages known: English, Hindi