Aishwarya Avasthi

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Sr.HR Executive with 4 years of experience, I am passionate about driving organizational success through effective people management. A proven track record of using my excellent personal, communication and organization skills to lead and improve department efficiencies. My career journey has equipped me with a solid foundation in human resources, and I am driven to contribute my expertise to a dynamic team and organization.

Experience

MAR 2024 – PRESENT

Sr. Executive-Program & Project Management | LTI Mindtree Pvt Ltd | Pune

- Generate various management reports for leadership review.
- Collaborate with SLPs, Delivery Managers and Account Managers to gather and analyse data for business requirements.
- Create Resource Requests (RRs) and manage allocation, including moving associates to different billed statuses to ensure smooth operations contributing to overall Billed Count.
- Track staffing, release statuses and Monitor Account Pool/RIW/Buffer statuses thoroughly.
- Maximize utilization of bench resources to increase overall efficiency and higher billed count.

People Operations Tasks I am involved largely in to:

- **Co-ordinating with Hiring Team (TA)**
  - ✓ Tracking and monitoring proactive and reactive open demands as per business requirements.
  - ✓ Helping hiring team for Coordination with interview Panels for interview slots.
  - ✓ Gathering the status of candidate pipeline and submissions for Client Interviews, Hiring Manager reviews and updating the same to Delivery Partners

- **Collaborating with Learning and Development**
  - ✓ Collecting Job Skill Clusters - JSC of all new joiners and working on identifying the skill gaps.
  - ✓ Coordinating with Learning Business Partner on identifying the trainings and assigning them to respective employees, ensuring alignment with their skill sets and growth trajectories.
  - ✓ Ensuring compliance trainings, TENET trainings, JSC trainings are completed by all resources in the given timeline.

- **Collaborating with all WFM's**
  - ✓ Helping WFM for closing RR's by proposing profiles to them from internal pool.
  - ✓ Counselling the associates on current open and future demands according to their skill set.
  - ✓ Updating Job skills Clusters of resources as per defined JSC's in product Engineering unit.
  - ✓ Regular calls with all PU Pool resources for understanding their concerns and updating them on their profile proposals

- ✓ Collaborate with Hiring Manager with resource profiles and gathering the feedback on submissions.
- ✓ Maintaining Resume repository of all resources, coordinate with them for quick turnaround
- **Collaborating with CDP (Competency Development Partner)**
  - ✓ Connecting associates for assigning Job skill clusters.
  - ✓ Connecting with all SME's for creating Leaf skills test according to Job skill clusters.
  - ✓ Forecasting for resource mapping

NOV 2021 – MAR 2024

Sr. HR Executive | Heaptrace Technology Pvt Ltd | Pune

- Built human resource organization and aligned people and culture with corporate strategic priorities and operations.
- Ensured seamless functionality and data accuracy.
- Develop, implemented, communicated HR policies and procedure.
- Researched and analysed human resources trends and best practices and drove corporate policy changes to optimize business performance.
- Spearheaded process improvements within HR operations, leveraging keen analytical skills Expertly navigated complex employee relations issues, demonstrating strong interpersonal and conflict resolution skills.
- Proactively addressed performance concerns, conflicts, and disciplinary matters.
- Developed comprehensive interviewing guides to improve candidate quality by evaluating both analytical and interpersonal attributes.
- Successfully introduced updated performance review procedures.
- Designed employee Rewards and Recognition policy and engagement strategies to improve morale, retain talent and maintain business continuity.
- Ensured universal understanding and consistent application across the organization, fostering a compliant and equitable work environment.
- Structured compensation and benefits according to market conditions and budget demands

HR Executive | Heaptrace Technology Pvt Ltd

- Directed hiring and onboarding programs for new employees ensuring a seamless and positive onboarding experience.
- Managed other HR staff and oversaw the completion of tasks and initiatives.
- Assisting in the development, implementation, and communication of HR policies and procedures Maintaining records of organizational documents and managing the HRMS system along with maintaining salary records.
- Administering health and life insurance programs, assist employees in ensuring a smooth assistance in Mediclaim processes.
- Assisting with payroll processing, including updating employee records, and addressing payroll-related inquiries
- Fostered cross-functional relationships to connect managers and employees and improve overall efficiency.

- Design and implement employee engagement strategies and initiatives to foster a positive and inclusive work environment.
- Conduct background verification checks for new hires, ensuring compliance with company policies and legal requirements.
- Coordinated and worked with management on performance evaluations, supervisory practices, dispute resolution and employee accountability.

MAR 2019 – DEC 2019

HR Recruiter | Rectplus HR Solution | Pune

- Talent Acquisition Executive at Rectplus HR Solution Pvt. Ltd.
- Coordinated with clients to understand hiring needs.
- Maintained candidate records using Excel for efficient tracking.
- Managed a team of Talent Acquisition specialists for technical and non-technical profiles. Created clear and accurate job descriptions based on client requirements.
- Posted job openings on various portals to attract diverse candidates.

Skills

- **HR Operations Management**
- **Employee Engagement**
- **HRMS Administration**
- **Performance Management**
- **Power Bi Dashboarding**
- **Handling Employee Grievance**
- **Salary Negotiation**
- **Zoho books, Keka**

Education

2020 – 2022

MBA (HR) | Sinhgad Institute of Management | Pune

2016 – 2019

BSC (Computer Science) | K.K.Wagh Institute | Nashik

Certifications

- ✓ Human Resources Payroll
- ✓ Human Resources: Building
- ✓ LinkedIn – People Analytics
- ✓ Performance Management System
- ✓ LinkedIn Strategic Human Resource Planning
- ✓ Human Resource – Managing Employee Problems