

# Preeti Thakur

Human Resource Professional

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LinkedIn

HR Professional with over 3 years of experience and learning to enhance employee experience, build positive workplace culture and drive organizational growth through effective employee relations and strategic HR initiatives.

## Education

MMS from IIBM Mumbai  
(university of Mumbai)

B.S.C from R.J College  
(university of Mumbai)

## Career Timeline

Cipla Ltd (Adecco)  
HR Executive (Jan'24 – till date)

TCS Ion (Core integra),  
HR Officer - (Jun'23 – Jan' 24)

Cipla Ltd (Team lease)  
HR Executive (Jan 22 – Aug'22)

Seven Consultancy  
HR Executive (Feb 21 – Jan'22)

## Core Competency

Talent Acquisition

Talent Management

Performance

HR Operations

Background Verification

SAP Success factor

Employee Life Cycle

Stakeholder Management

Training & Development

Employee Engagement

Grievance Handling

Induction

## Work Experience

### Cipla Ltd | HR and MIS Executive | Jan'24 to till date

- Talent Acquisition:** Sourcing (through multiple sources such as job portals, networking, and references), pre-screening, Interview, Compensation negotiation, Background Verification, Medical test, Accommodation, Relocation, managing Success factor, Offer and Onboarding.
- Induction:** Scheduling the Induction. and taking the HR induction of new joiners.
- Employee Engagement:** Creating engagement calendar and introducing new innovative ways of Engagement and Recreational activities like birthdays, outdoor events, R & R, Employees connect, CPC, Meri Saheli, 30-60-90 connect etc.
- Stakeholder Management:** Dealing with and influencing professionals of senior management level, maintaining strong confidentiality and discretion, achieving quick turnaround times and within budgets, getting manpower as per niche specifications.

### TCS ION | Regional HR Associate| Jun'23 to Jan'24

- Employee Life Cycle:** Manpower Planning (forecasting, sourcing, interview, onboarding), Induction, exit interview and Full and Final settlement.
- Business Partnering:** Working closely with Operational Head and responsible for timely and quality delivery of the resources.
- Talent Acquisition:** Managed full-cycle recruitment processes, including sourcing, interviewing, and onboarding. Co-facilitated New Employee Orientation program for new hires.
- Employee Relations:** Conducted employee relations investigations and provided resolutions to workplace issues and collaborated with managers to address performance and conduct issues.
- Employee Engagement:** Planned and implemented programs like Town Hall, Rewards & Recognition, Quiz competitions, Team Lunch/ Dinner etc, coordinated with various departments to conduct interaction with employees on monthly basis.
- Database:** Associate Database, Manpower tagging Data, ZRH database, Leadership connect Database, etc.
- Vendor Management:** Coordinating with consultancy for contract manpower hiring, Background verification teams & consultant.

### Cipla Ltd | HR Associate | Jan'22 to Aug'22

- Talent Acquisition:** Sourcing (through multiple sources such as job portals, networking and references), pre-screening, Interview, Compensation negotiation, Background Verification, Medical test, Offer and Onboarding.
- Coordination:** Coordinating with HRBP Across EMEU for employee engagement activities, R&R nomination, applause.
- Induction:** Scheduling the Induction program, sharing agenda. Connecting with Leaders. Attendance etc.
- Vendor Managements:** connecting with art team,
- Performance Management:** Ensuring timely closure of Goal Setting Process, KRA Mapping and Evaluation Process; Rating Normalization.

### Seven Consultancy | HR Executive | Feb'21 to Jan'22

- End to end recruitment process. Sourcing (through multiple sources such as job portals, networking and references), pre-screening, Interview, Compensation negotiation.



## Personal Details

Date of Birth: Jan 12, 1996

Interests: Traveling, Cooking

Languages: English & Hindi