

VRINDA GARG

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A confident, dedicated and proactive individual, with an eye for detail and passion for growth. Also, a quick learner, who thrives on challenges and is always willing to take initiative, explore new things and foster collaborative relationships.

PROFESSIONAL EXPERIENCE

S&P Global (Capital IQ India Pvt. Ltd.)

Feb 2023 – Present

Global Benefits Specialist

- Was part of the Wellbeing division of People team in Purpose function, where I was responsible for:
- Putting together the **Global Holiday Calendar** of 2024 for 44 countries, Rebranding the **India Employee Handbook**, Approval of **Business Travel Accident insurance claims** after verification, Updating the **Global Benefits Information Site** (one stop for all benefits related materials), Curating FAQs on specific benefits, Regular check-ins with multiple **third-party vendors** to discuss status quo and scope of improvement in their services, Preparing global **benefits cost tracking and utilization reports** quarterly and accounting for monthly EAP invoices (to analyse value driven from our benefits programs), **EAP benchmarking** for potential change to a new vendor, Helping the company in receiving **certifications and awards** like Menopause Friendly Accreditation, Seramount etc., Applying the **Agile methodology** in day-to-day work, doing UAT and submitting test results to the Product Owner.

Senior Regional Specialist

- Currently part of the People Services India team, handling day-to-day HR operations majorly using *Workday & ServiceNow*.

ICICI Bank Limited

Jul 2022 – Dec 2022

Deputy Manager II – Wealth Management

- Underwent Ascend training to understand various banking concepts and products like types of accounts, deposits, loans, credit cards, forex, insurance, digital platforms, investment into mutual funds, KYC procedure, trade finance, financial planning etc.
- Was involved in customer support where customer needs and best practices for good service were understood.

Bajaj Auto Limited

Jun 2022 – Jul 2022

Company Trainee – Talent Acquisition

- Was responsible for the off campus hiring of **Graduate Trainee Engineers** from various premier colleges of India, like IITs and NITs.
- Helped with **end-to-end interview coordination**, new joiners induction planning and execution as well.

INTERNSHIPS

HR Intern at Teach For India, NGO

Oct 2021 – Dec 2021

- Worked directly with the National HR Team on various tasks like reviewing staff applications for different roles on *Salesforce*, connecting with placement coordinators for **campus recruitments**, collating staff compensation data, making **consultant contracts**, thought partnering for merchandise gift bags and so on.

HR Intern – Talent Development at Bajaj Auto Limited

Apr 2021 – May 2021

- Worked on a project to strengthen the **Employee Engagement** practices at the organization, for which I interviewed HR professionals of 10-15 companies from different sectors, collated and analysed the data to understand their best practices (benchmarking done based on the **GPTW Model**) and suggested insights to be implemented.
- Planned the **annual engagement calendar** for the employees at BAL and presented my findings to the CHRO of the company.

Research Intern at Muskaan Dreams, NGO

Nov 2020 – Dec 2020

- The Virtual Field Service program aimed to bridge the digital divide in Government schools and improve **English literacy** through the Nihar Shanti Pathshala Project (Leap For Word).
- Under this project, I reached out to young students in the Sheopur, Satna and Shahdol districts of Madhya Pradesh and assessed them on basic English skills.

EDUCATION

Symbiosis Centre for Management Studies

BBA (Dual specialization in HRM and International Business) | **CGPA:** 8.33/10

Pune, India

2019 – 2022

Positions held in: Enactus | Academic Cell | R&D Cell | Conoscenza | APD Committee

Delhi Public School, Vasant Kunj

Class XII | Commerce with Mathematics | **Marks:** 91.75% (Best of 4 subjects)

New Delhi, India

2019

Class X | CBSE | **CGPA:** 10/10

2017

Position held: Cultural President, Student Council