

Bad & Boujee (February 2024 - Present)

Senior Manager HR

- Handling Employee Life Cycle
 - Maintain employee records and HR documentation
 - Develop, implement, and communicate HR policies and processes
 - Responsible for creating Organization Structure
 - Coordinate recruitment processes including sourcing, interviewing, and hiring
 - Assess training needs to enhance employee skills and performance
 - Conduct compensation analysis to ensure competitive pay structures
 - Responsible for Employee training development and Employee Engagement
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Reliance Retail Ltd (March 2022 – March 2023)

Cluster HRBP

- Responsible for Managerial manning Tracker
 - Tracking and controlling attrition at the cluster level
 - Handling Employee Life Cycle
 - End-to-end Talent Acquisition Process for Managerial and Associate levels
 - Overseeing FNF clearance, FNF recovery, and exit formalities
 - Handling Employees BGV (Background Verification) including CCRV cases
 - Managing PF, ESIC, GTLI, EDLI related queries
 - Responsible for Employee Engagement and welfare activities daily
 - Conducting training and development for ground-level staff at the store
 - Conducting Campus Placement drive for DMIT and GST
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Future Group – Big Bazaar (November 2021 - February 2022)

Store HR

- Responsible for Employee Life Cycle
 - Engaged in end-to-end Talent Acquisition Process of Associate level
 - Responsible for on-boarding formalities
 - Complete separation/exit formalities of employees
 - Handling employee grievances at the store
 - Responsible for Employee Engagement and welfare activities daily
 - Conducting training and development for ground-level staff at the store
 - Managing activities related to System ESIC and PF
 - Handling two Union and Union-related issues
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Pratibha Syntex Ltd (October 2019 - May 2021)

Executive – HR & Social Compliance

- Responsible for renewal of all certifications on time and recording the same
 - Analyzing and conducting certification audits: SLCP, SA8000, WRAP, ISO 14001, ISO 45001, CT-PAT, and Fair Trade
 - Maintaining proper documents of each employee on company payroll
 - Involved in employee engagement and welfare activities daily
 - Involved in training activities in the plant
 - Assisting in conducting meetings/trainings for all committees: Canteen, Health & Safety, Grievances, First Aid Training, PPE Training, CT-PAT Training
 - Ensuring effective implementation of statutory compliance, brand COC in the organization
 - Strengthening code of conduct requirements
 - Preparation and conducting internal audit calendar including scoping process, understanding design and effectiveness review, discussion of audit findings
 - Identifying opportunities for process improvements and initiatives
 - Preparation of minutes of MRM
 - Maintain and follow up past audit observations for timely closure (CAP)
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Spectrum Consultant India Pvt Ltd (March 2019 - August 2019)

Associate Consultant

- Involved in the end-to-end Talent Acquisition Process
 - In-depth analysis of Job Descriptions
 - Creating Job Descriptions
 - Handled Headhunting assignments
 - Searching and shortlisting candidates from suitable portals
 - Scheduling interviews and onboarding candidates
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Projects

Woodapple Resources Pvt. Ltd. Indore

- **Project Title:** Understanding and developing job descriptions, performance appraisal, compensation, and benefits policy
 - Created job descriptions for various job roles
 - Designed new performance appraisal policy and process flow
 - Developed compensation and benefits policy
 - **Labour Law Session**
 - Conducted Labour Law session for the first-year students on the changes in Labour Laws
 - **HR Audit**
 - Mapping and studying the as-is of the HR department processes
 - **Training & Development processes**
 - **Performance Management System processes**
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Education

- **Raghuwansh Public School** (2012)
 - Secondary Schooling: 65%
 - **Rashuwansh Public School** (2014)
 - Higher Secondary Schooling: 68.75%
 - **DAVV** (2017)
 - BBA: 70%
 - **Jaipuria Institute of Management** (2019)
 - PGDM: 5.27 CGPA
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Activities

- Active member of Chief Administrative Committee and Team Samvad (2017)
 - Member of Marketing Team Annual Fest Jai Ustav, Jaipuria Indore (2017)
 - Choreographed dance events in Sendhwa (M.P.) (2017)
 - Professional Dance Trainer at Akash Dance Classes, Indore (M.P) (2012)
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