

Targeting Mid Senior Level Assignments

| Human Resource Management | Talent Acquisition
| HR Analytics Certified | Good Understanding of German Language

Result-oriented Professional with rich experience in Human Resource Management and planning, supporting, implementing and deploying leading-edge solutions that contributed towards top-line & bottom-line growth

Industry Preference: Product Based/ Ecommerce

AREAS OF EXPERTISE

HR Analytics Certified

HR Operations

Talent Acquisition

Stakeholder Management

Recruiting & Staffing

Employee Engagement

Performance Management

Team Building & Leadership

Cross-functional Coordination

Training & Knowledge Sharing

Staff Budgeting & Cost Control

Client Relationship Management

Performance Monitoring & Evaluation

SOFT SKILLS

Attention-to-Detail

Result-oriented

Communicator

Collaborator

Innovator

Planner

CERTIFICATION

HR Analytics Certified

Employer Branding in Talent Acquisition

Recruitment and Hiring

PROFILE SNAPSHOT

- Performance-driven professional with **over 5.5 years** of rich & extensive experience in Human Resource Management, People Management across Banking, Aviation and IT.
- Human Resource Specialist; exhibited excellence in grasping the big picture**, conceptualizing, developing and implementing solutions, partnering closely with Business Leaders & Stakeholders to achieve higher levels of efficiency & effectiveness.
- Growth Catalyst** with impressive success in contributing to the success of company progression and amplifying business margin through short-term & long-term planning.
- Front-led the **ideation, formation, execution and monitoring** of all the **HR initiatives** for brand salience
- Professional credentials of successfully managing HR Processes:

Pre & Post recruitment process	Training & Development
Employee Induction	Manpower planning
Employee relations	Grievance handling

- Proficient in designing the Induction and Orientation Programs.
- Program for new employees and making them aware with the work culture of organization.
- Experience of sorting out the issues revolving around the work employment HR regulations, performance reviews.
- An effective team player with excellent communication, negotiation and relationship building skills.

NOTABLE ACCOMPLISHMENTS

- GOLD MEDALIST in the MBA during PG Course.
- Specialized in Technology - IT Hiring, Non -IT Hiring, Content hiring and Volume/ Bulk hiring.
- Hands-on experience while Implementation of SAP HR R/3. 6.0.
- Collaborated with Head / Manager to accomplish the targeted professionals and onboarding on time according to the Business Unit requirements.

Since May'22 with Magic Edtech, Noida
Sr. HR

Current Role and Responsibilities:

- Instituting & executing Human resource strategies** and overcoming complex business challenges using experience-backed judgment, strong work ethics and irreproachable integrity.

Involved into most of the 360° HR Processes Like:

- ✓ Screening candidates from Job portals.
- ✓ Resourcing from Naukri.com & other career sites.
- ✓ Taking follow up with consultants
- ✓ Conducting Interviews and Taking HR rounds.
- ✓ Onboarding and Salary negotiation.
- ✓ Induction and Orientation program for new employees.
- ✓ Employee Engagement with the Teams.
- ✓ Experience of sorting out the issues revolving around the work employment

SKILLS

Excel
Suite Word
Power Point
Documentation
Microsoft Office
Client Relationship
Management

EDUCATION

MBA (HR & Finance) from UP
Technical University, Lucknow

B.Sc. (PCM) from Gorakhpur
University

PERSONAL DETAILS

Date of Birth: 9th Feb'91

Languages Known: English & Hindi

Address

Amrapali princely estate
Noida Sector 76

✓ HR regulations , Performance reviews

- Working for Recruitment of IT Hiring, Non -IT Hiring, Content hiring and Volume/ Bulk hiring .
- **Collaborating with:**
 - **Stakeholders** while keeping them informed of progress and issues in order to manage expectations on all requirements and deliverables
 - **Agency** for resources feedback and their assigned target.
- Imparting training to Team persons to have a strong presence on across social platforms.

WORK EXPERIENCE

Sept'21 to Feb'22 with People Strong Technologies Ltd.,
Sr. HR

Worked for the Client : WIPRO

- Gather Client requirement and discuss internally with the stakeholders.
- Majorly involved into IT recruitment process.
- Reporting to India HR head for resources status.
- Coordinate and ensure the resource fitment at desired position.

Dec'19 to Oct'20 with FSL Software Technologies Ltd.,
Sr. HR

- Handling End-to-End Recruitment for PAN India locations.
- Reporting to VP- HR and Chairman of Organization regarding Recruitment process.
- Process all new hires, benefits orientation, termination and payroll paper work ensuring.
- HR representative to connect the Technical team and Management while publishing a vacancy.
- Attendance and overtime policy, maintaining salary structure with PF & ESIC deduction and Updating in HR Data bases.

Sept'18 to Aug'19 with Air India SATS Airport Services Private Ltd.,
Sr. HR

- Managing all HR operations and strategies within the company.
- Supported and got good hands-on experience of SAP R/3 6.0 deployment to make HR process automated.
- HR representative to connect the Technical team and HR functions while deployment of SAP R/3 6.0.
- Process all new hires, benefits orientation, termination and payroll paper work ensuring.
- Implemented and managed background screening program.
- Joining and on boarding formalities, Probationary confirmation, Probationary extension, Transfer process, Contract renewal, IVN process ,Probationary appraisal and Promotion , Maintaining employees leave.
- Attendance and overtime policy, maintaining salary structure with PF & ESIC deduction and updation on HR Data bases.
- Attended Airport visits with team members for Recruitment Drive.

Aug'16 to Sept'18 with HDFC Bank Ltd.,
Jr. HR

- Responsible for managing all HR operations and strategies within the company.
- Process all new hires, benefits orientation, termination and payroll paper work ensuring compliance with applicable laws and regulatory mandates.

- Implemented and managed background screening program.
- Attended branch visits with team members.

IBM India Pvt Ltd :

- Worked Under a project work in P2P process dealing with accounting & finance process.

Kanpur Bearing &Private Ltd

- 1 years' experience in the field of HR Admin cum Accounts. Effectively implemented Hr activities. Various Admin related work and procedures in of payments and receipts in a most effectively manner.

