

# Chaitali Joshi

**Title:** HR Generalist  
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**Contact:** +91 9979193948  
**Language** English, Hindi, Gujarati

## Career Objective

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Early career professional looking to apply for work within a socially-conscious organization to an engaging HR generalist role. Hoping to help create and administer a corporate volunteering strategy with the best use of HR technology and software.

## Experience

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October, 2021 -  
November, 2022

### DELFI consulting engineers India Pvt Ltd HR Generalist

- Taken care of **technical recruitment** for the organization with the help of platforms such as **naukri.com**, **LinkedIn** and **consultancy aid**. This includes searching profiles, interviewing to getting them on board.
- Handling **Payrolls** of the employees- with mandatory deductions on software's which are both servers based as well as cloud based.
- **Talent Management** of the organization was done using the company's HRIS system.
- Taken care of the **employees' appraisal** and so keeping individual track of the skills own by them and subsequently new skills added over the year.
- **Leaves and attendance Management**- worked on server-based portal for leave management.
- **Conflict management and grievances** handling with the help of feedback forms and one to one discussion with the employees.
- Actively participated in employee engagement activities, both indoor as well as out door.

August 2018 -April  
2019

### Flint Group HR Intern

- Worked out and out on ex-employee's feedback forms.
- Organizing employee engagement activities and team building activities.
- Understood the working of the payrolls and the software that they used.

June 2018-July 2018

### Mata Lakshmibai school for specially aided children Teaching assistant

Worked as a teaching assistant for a school which is run by state government specifically for children with hearing disability.

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## Projects

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### Research on Building Energy Footprint

- Researched the impact of materials, equipment and planning on building energy footprints using REVIT and DIVA (building energy modelling). This research helped the designer to reduce the light consumption by 23.44%.
- This was achieved using various wall to window ratio (WWR) as well as the orientation of the building and selecting most optimised case. 25% WWR and 0° orientation.

## Need based Impact Assessment Survey

As a part of the Corporate Social Responsibility committee, had organised impact assessment survey and simultaneously the Impact Assessment Report was generated for schools, Anganwadi and public health center for Rural-Industrial region on Vadodara for and on behalf of Maharaja Sayajirao University.

## Skills

Team Building, Payrolls, Talent Management System, Recruitment, Onboarding, Team Management.

## Qualification

Standard	School/University	Year	Percentage
Union Public Service Commission(UPSC)	Appeared	2020,2021	78/200 (not Cleared)
Post Graduate Diploma Human Resources	Maharaja Sayajirao University	2019	7.8
Bachelors of technology	Pandit Deendayal Energy University	2018	6.3
Higher secondary education	St. Xavier's High School	2014	78
Senior secondary education	St. Xavier's High School	2012	85.4

## Achievements & Awards

Representative of the college at IIT Gandhinagar for design of seismic resistant building. Awarded the first position.

Represented the school at various inter school and district cultural & sports tournament as the office bearer.

## Activities

Member of the organizing committee for the Civil Carrier Fair 'Symposium'

Member of the organizing committee for TEDxPDPU.

Hosted Employers summit organised by Gujarat Employers Organisation with EPFO in the year 2019

## AFFIRMATION

I hereby declare that all the particulars stated above are true to the best of my knowledge and belief.

Chaitali Joshi