

# Pallavi Saxena

Why settle for mediocrity when you can achieve excellence!!

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📍 Jaipur, Rajasthan, India

Gender: Female

Date of Birth: 07 February 1996

Father's Name: Late Mr. Pradeep Saxena

Nationality: Indian

## OBJECTIVE

Dedicated and detail-oriented professional with 7 years of experience in Human resource management and enterprise risk management, seeking a position at the managerial level implementing Human resources best practices and risk management strategies to safeguard business operations.

### Core Competencies:

**Employee Relations:** Skilled at maintaining organizational culture, and building and maintaining positive relationships between employees and the organization. Inclusive of conflict resolution, mediation, and fostering a positive work culture with employee connect magazines, motivation and addressing disciplinary process

**Organization Development and Training:** Responsible for employee training and development programs, including identifying training needs, designing training materials, and evaluating their effectiveness

**Legal Compliance:** Knowledge of FRRO, conciliation, employment laws and regulations to ensure the organization remains compliant and avoids legal issues

**Risk Management and Assessment:** Skilled at identifying and assessing potential risks to an organization, including financial, operational, and strategic risks

## EDUCATIONAL DETAILS

Qualification	Institute	Board	Year of Passing	CGPA/%
MBA-Dual	Mody University, Lakshmangarh (Raj.)	Private	2018	8.54
B. Com	Institute of Management Studies Bikaner (Raj.)	MGSU	2016	7.35
XII	Sophia School, Bikaner (Raj.)	CBSE	2013	7.5

## EXPERIENCE

**Bubugao Communication Pvt. Ltd. (vivo Rajasthan) - Dec. 2018- till date**

**Assistant Manager- ERM, Human Resource:** Responsible for the organization's Legal and disciplinary affairs, Administration, CSR, Employee relations and overall Organization Culture.

- Collaborated with the ERM team to assess and identify potential risks, assessments and management strategies across the organization, Legal assistance, chargesheet and show-cause notice issuance and reply drafting with internal audit and disciplinary management
- HR Operations/Organization culture and development- preparing on-role descriptions, employee data management, On-boarding, Payroll, performance management, employee engagement, events, resignation and coordination
- Sustainability coordinator- Developing CSR strategy, Budget management, measuring impact, employee engagement, CSR reporting and compliance
- Training and development- Training needs analysis, Strategy planning, Content creation and curriculum development, E-learning and assessment evaluation

**Achievements:**

- Awarded as CSR A Grade Certified Trainer- BJS NGO Pune
- Star of the Month- HR Department
- Ranked 1st among 9 Zone Promoters managers PAN Rajasthan
- Best Performer during Diwali Season and enclosure with the Highest Benchmark
- Best Performer award received for conducting the motivational meeting
- Rising Star Award received after 3 months of joining

**Frontline Group, Noida (FSL Software Technologies)- 1st June 2018 to 31st Oct. 2018**

**HR Generalist/ Corporate HR:** Handled recruitment and Employee life cycle through the project for Germany

- Screening candidates from online portals, Managing end-to-end recruitment (walk-ins/referrals/campus drives)
- Employee induction, documentation, Leave management, Employee dispute
- Pre-Payroll activities
- Exit interviews
- CSR activities
- Month-end activities

**Fortis Escorts Hospital (Oncology Centre), Noida - 1st April 2017**

**HR Apprentice:** Promoted to fulfil a broad range of HR functions, including recruiting and training employees, administering benefits, overseeing disciplinary action, and managing HR records. Co-chaired annual flex-enrollment meetings, resolved conflicts between employees and insurance carriers, coordinated health fairs to promote employee wellness, and performed exit interviews

**Key Results:**

- Trained a 25-member management team on interviewing techniques and best practices, conducting workshops and coaching sessions that contributed to sound hiring decisions
- Co-developed the company's first standardized disciplinary procedures and tracking system that insulated the company from legal risk and ensured consistent and fair discipline processes
- Devised creative and cost-effective incentive and morale-boosting programs (including special events and a tiered award structure) that increased employee satisfaction and productivity
- Reworked new-hire orientation program to include HR information and company resources

**Mody University, Lakshmangarh- 1st August 2016 to 31st May 2018**

**Training and Placement Coordinator-** External HR wing: Responsible for MBA pursuing candidate's training and placements

- Imparting corporal training
- Preparing Online assessment
- Preparing Objection Handling
- Ensuring Refresher training

**INDUSTRIAL PROJECTS**

- 2014- Rajasthan Patrika, Bikaner (Raj.)  
Bikaji Foods, Bikaner, (Raj.) Saras Urmul dairy, Bikaner (Raj.)
- 2016- Coca-Cola, Chandigarh  
Elin Appliances (Philips), Himachal Pradesh  
Vardhman Spinning Mills, Himachal Pradesh  
Eveready, Himachal Pradesh

#### LANGUAGES (Read / Write / Speak)

- English (UK/USA)
- Hindi

#### ACHIEVEMENTS

- Scored 9.15 in the Rajasthan State Certificate of Information and Technology
- Presented a paper on Demonetization's effect on agriculture at Mody University 2nd National Conference 2016
- Student editor of Magnum magazine at Mody University

#### CO-CURRICULAR ACTIVITIES

- Secured first position at TARANG 2016 organized by Mody University, Lakshmangarh (Rajasthan)
- Bagged first position in Choir singing and a décor competition held at Sophia Senior Secondary School 2008-2009 and 2009-2010 respectively
- Member of NGO SAMVEDNA- A Women's Welfare Foundation located at Lucknow (UP)

#### EXTRACURRICULAR ACTIVITIES

- Head placement coordinator (MBA) at Mody University
- Secretary of the MBA program personality and Skill Development
- Secretary of the academic society at Mody University
- Member of the Grooming school program
- Student coordinator at Start-Up Oasis, Jaipur
- Member of Rotaract Club, Bikaner

#### HOBBIES

- Travelling
- Singing
- Painting
- Bird watching

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**References and documentation are Available when required.**

I solemnly affirm and declare that the information furnished above is true and correct to the best of my knowledge and nothing has been concealed by me.

**Date:**

**Place: Jaipur**

**(Pallavi Saxena)**