



GUNJAN BHATIA

PERSONAL SUMMARY

A dedicated result oriented professional with total experience of 6 years in Human Resource Management, Digitalization, Employee onboarding, Training & Employee Engagement, Performance Management, Manpower Planning, Talent Acquisition. I like to take the job with a sense of responsibility & enjoy the challenge of new situations.

- **Key Achievements -**
- Won **best Onboarding** award in manufacturing segment by **USB Forum - FY2022**
- Potential Employee for consecutive 2 year for Radisson Udaipur
- Represented the University as a **Miss Fresher in 2014**, embodying poise, and enthusiasm as an ambassador excellence and student engagement. (BBM)
- Achieved the title of "**Little Masterchef**" at the university level, showcasing culinary creativity, and dedication to excellence in a competitive environment (**MBA**).



WORK HISTORY

Colt Technology Services - Lead Analyst Diversity Equity & Inclusion - Nov'23 - Contractual Role (till June'24)

Worked on Globally DEI Projects

- **Disability Accessibility** - Executed the implementation of assistive technology (software - Dragon, Sensorry software, Read & Write) - enables removing the barriers for Disable employees.
- **DEI Training Program** - Worked closely with L&D team & LinkedIn to incorporate DEI learning programs - Inclusive Recruitment & Unconscious biases, Accessibility & conscious inclusion
- **Neurodiversity & Inclusion** - Run different awareness & webinars to promote awareness and inclusivity campaigns
- **Gender Diversity** - Focused on diverse hiring & retention processes & policy formation.
- **Bench Marking & Accreditation** - Inclusive employer.& menopause friendly accreditation certificate
- **Project manager** - Menopause, IDAHOBILIT & Transgender Inclusion.
- **Employee Network Groups** (Pride Matter, DAN, Women+, Younted)- Performed as the lead coordinator for yearly calendar & plan
- **Led Global Drive** - UK, Spain & India (Multiple offices - Invisible disability & Embrace your best (Women employees)

Aakash Byju - HRBP & Talent Management | Aug'23 - Nov'23

Jindal Stainless Limited | HRBP | Sep 2021 - Aug'23

- Managing employees connect through regular one-on-one and skip-level meetings
- Handholding of new employees (3-4/Month), Employee counselling, and grievance handling
- Partnering with the L&D team to develop skills and capabilities of Hi Pots. Assessment Centres, Stay Interviews, 360 Feedback cycle, psychometric assessments for the targeted talent pool.
- POSH Trainer - Delivered Training sessions to 79 employees
- Provides guidance and input on business unit restructuring, workforce planning and succession planning.
- Identifies training needs for business units and individual executive coaching needs.
- Responsible for employee relations and employee life cycle (345 Employees)

Performance Management & Talent Management

- Monitor employee performance through regular reviews and assessments.
- Successfully organizing Employee annual appraisal process.
- Completing the appraisal process on time and handling queries/complaints about Appraisals.
- Quarterly and annual rating calibration in PMGM Module
- Conduct performance evaluations and report on the results to senior management.
- Ensuring IDPs are Responsible for the implementation, and coordination of the annual CD process

EDUCATION

- **LinkedIn Certification Program - Talent Management - Oct'23**
- **People Analytics at - the University of Cambridge** to upgrade my people analytics capabilities by developing a strategic and analytical mindset. (July - Sep 2022)
- MBA, (HR) - Pacific University (2014-2016)
- Bachelor of Business Management - MLSU (2011- 2014)
- Secondary & High Secondary - Alok School (commerce background)

INTERESTS

- Leisure Cook
- Blogging
- Driving - A solo driver
- Traveling
- Part time gardenig

OTHER SKILLS

- Microsoft Word, Excel and PowerPoint
- Success factor – RCM, Onboarding, EC, Prism, Star Time office.
- Having strong hands on LinkedIn & Naukari.com portal.

PERSONAL DETAILS

- Father's Name: Mr. Ghanshyam Bhatia
- Marital Status: Single
- Birthday: May 14, 1993
- Nationality: Indian
- Gender: Female

Learning & Development

- Training needs Identification & analysis through leadership discussion,
- Delivered Induction sessions every month.(15-20 /Month)
- Project Management for SAP Training.
- Designed Finance Academy for RL 1 & RL 2

Talent Acquisition, Internal Job Posting & Campus Hiring

- Engineers trainees across IIT, NIIT, etc. (67)

Employee Engagement (Lead)

- Maintain a yearly calendar for the entire year & plan monthly engagement activity on a periodic periodically
- Roll out monthly information via internal communication.

Reward & Recognition (Lead)

- Led Reward & Recognition efforts at the corporate office, overseeing compensation for Corporate & Business units.
- Increase the participation by doubling the nomination for the duration of FY22 (led by strong comms)
- Integrated reward policies into the SAP system for streamlined processes.
- Managed the entire reward process from nomination to disbursement of awards and certificates.
- Revamped rewards strategy to align with evolving business needs.

Diversity Equity & Inclusion - Focus on Gender diversity ratio & recommended improvements to promote equity and inclusivity.

- Partner with HR to ensure equitable recruitment, hiring, and retention practices, including implementing strategies to attract and retain diverse talent

Digital Transformation (Lead)

- Migration from Success Factor to Darwin Box.
- End-to-end Configuration of Onboarding & R&R Module.

Radisson Udaipur (Feb 2019 - Sep 2021) - Acting HOD Managed End to End HR Operations

- Policy Development and Implementation.
- Recruitment and Staffing
- Performance Management
- HR Budgeting & Payroll
- Compliance and Legal

Ananta Resorts & Spa | Feb 2017 - April 2018

Justa Sajjangerh & Rajputana June 2018 - Dec 2018

- Handling MICE & Corporate events.
- Contracting between cooperate and hotel client

Taj Lake Place - Front office operations | Aug 2016 - Nov -2016

CONTACT DETAILS



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