

Vasudha Bhalerao, Human Resources Manager

703 Viman co-operative housing society,sector 9A, Gurgaon, 122001, India, 9112264845, bhaleraovasudha4@gmail.com

Date of birth	01/03/1988	Nationality	Indian
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PROFILE

An experienced and dedicated Human Resources Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Ability to maintain an organized employee database by collecting records, and carefully organizing paperwork associated with existing and future employees. Adapt in handling personnel related issues, and adhering to laws and regulations governing recruitment and employment practices.

EMPLOYMENT HISTORY

Jun 2020 — Present	Human Resource Manager, Aleta People Services	Gurgaon
	<ul style="list-style-type: none">• Developed and implemented a comprehensive on boarding program that reduced the time to onboard new hires.• Established a compensation system that was competitive in the marketplace and attracted top talent• Developed and implemented a comprehensive employee engagement survey that identified key areas for improvement in the workplace• Created a comprehensive performance management system that improved performance reviews.• Developed an employee recognition program that improved employee satisfaction and morale.• Developed a comprehensive recruitment plan that reduced time-to-hire.• Responsible for end to end recruitment,vendor management,talent management, exit formalities,maintaining data.	
Jan 2017 — Dec 2018	Project Operation Associate, Drzya	Mumbai
	<ul style="list-style-type: none">• Identified and resolved project issues quickly and efficiently, minimizing their impact on project progress• Developed a comprehensive project plan that outlined the key tasks and milestones for a major consulting project, resulting in the successful completion of the project on time and within budget• Collaborated with a cross-functional team to develop a new research project, resulting in the successful completion of the project on time and within budget	
Jul 2023 — Sep 2014	Branch co-ordinator, Edwise International	Mumbai
	<ul style="list-style-type: none">• Performed daily branch audits to ensure accuracy of customer accounts and cash balances• Managed branch operations, including scheduling staff and coordinating customer visits• Improved branch compliance with federal regulations, resulting in a reduction in violations• Managed students documentation process and their VISA process.	
Jun 2012 — Mar 2013	Relationship Manager, ICICI securities	Mumbai
	<ul style="list-style-type: none">• Created presentations and reports to track customer data and inform stakeholders on customer trends• Conducted in-depth customer research to identify new opportunities for growth and expansion• Developed and maintained strong relationships with key clients, resulting in increased customer loyalty and satisfaction• Resolved customer issues in a timely and efficient manner, resulting in reduction in customer complaints	

EDUCATION

Jun 2023 — Present	MBA-HR, Symbiosis institute of management	Pune
Aug 2010 — May 2012	MBA-Finance, university of Pune	Ahmadnagar
May 2006 — May 2009	B.com-honors, University of Mumbai	Mumbai
Jun 2004 — May 2006	H.S.C, Maharashtra State Board	Mumbai
May 2004 — May 2005	S.S.C, Maharashtra State Board	Mumbai

SKILLS	Microsoft PowerPoint	Expert	Computer Skills	Expert
	Communication	Expert	Communication Skills	Expert
	Leadership	Expert	Program Management	Expert
	Adaptability	Expert	Training & Development	Expert
	Microsoft Excel	Expert	Employee Recruitment &	Expert
	Microsoft Office	Expert	Retention	

COURSES

Jul 2023 — Jun 2024 POSH certified trainer, SKILLDECK - ups killing professional

LANGUAGES	English	Very good command	Marathi	Highly proficient
	Hindi	Very good command		

HOBBIES Reading , playing guitar, singing, reading people's mind, dancing

Declaration

I hereby declare that the above mentioned details are true.

Thank you

Vasudha Bhalerao