

Deepa Rathore

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SUMMARY

Experienced HR professional with over five years of expertise in HR operations, talent management, and strategic HR business partnering. Demonstrated success in aligning HR initiatives with organizational objectives, enhancing employee engagement, and optimizing HR processes. Possesses exceptional interpersonal and leadership acumen.

EXPERIENCE

Reasoned Ventures (Aesopian Enterprise LLP) - Subsidiary of SCS Pvt Ltd. Mumbai, India

HR Operations & Founder's Office - Office Manager

Sep 2021 – Present

Progressed from HR & EA role at Shangrila Corporate Services to Vice President, subsequently assuming the position of Office Manager with responsibilities spanning HR and Operations functions at Reasoned Ventures, goGlocal, Global Trade Observer, and Shangrila Corporate Services

- Collaborate with senior leadership to develop and implement HR strategies that support company goals and enhance employee performance.
- Spearheaded the talent acquisition efforts, including sourcing, interviewing, and selection, resulting in a 20% reduction in time-to-fill key positions.
- Led global personnel recruitment and efficiently managed the comprehensive onboarding of international team members.
- Effectively managed employee engagement initiatives, providing expert guidance in employee relations, conflict resolution, and coaching for both supervisors and staff, resulting in a notable 10% increase in employee satisfaction and retention.
- Oversee HR operations, including payroll management, benefits administration, and compliance, ensuring accurate and timely processes.
- Led and executed change management initiatives, fostering employee engagement and successful organizational adaptation.
- Developed and implemented HR policies, handbooks, SOPs, and recruitment processes fostering strong employee relations and establishing 0 - 10 teams for startups.

Velox Solutions Pvt. Ltd. Mumbai, India

HR Executive & Assistant- MD's Office

Dec 2020- Sept 2021

- Coordinated HR and operations activities, including talent and employee management.
- Prepared and edited documents, maintained databases, and organized events.
- Provided executive support to the MD, managing schedules, correspondence, and meetings.
- Managed vendor relationships, assisted in business development, and managed administrative tasks.

Mahindra Holidays & Resorts India Ltd. Mumbai, India

Sales Consultant & Office Management

July 2010- June 2012

- Worked as a sales consultant and managed office operations.
- Engaged in customer relationship management, sales, business development, and marketing.
- Assisted with vendor management, administrative tasks, and documentation.

AWARDS

- Rising Star Award, Shangrila Corporate Services Pvt. Ltd. (Reasoned)
- Rising Star, Velox Solutions Pvt. Ltd.
- Performer of the Year, Mahindra Holidays & Resorts India Ltd.
- You Make the Difference, Mahindra Holidays & Resorts India Ltd.

EDUCATION

Gujarat University

Bachelor of Commerce (B.com)

SUMMER INTERNSHIP & CERTIFICATION

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| • Mahindra Holidays & Resorts India Ltd. | June 2008 – July 2010 |
| • Reliance Communication Pvt. Ltd. | Feb 2007 – April 2008 |

SKILLS

Strategic HR Management | HR Operations | Talent Management | HR Compliance | HRMS / HRIS | HR Business Partner | Employee Engagement and Development | International Recruitment | International Employee Management | Reimbursements | Payroll | Attendance Management | Induction & Onboarding | Exit Management | F&F | Business Strategy | Stakeholder Management | Documentations | Leadership Skill | People Skills | Process Improvement | Vendor Management | Project Management | Change Management | Employer Branding | Organizational Development | Social Media & CMS handling | Visa process | Founders Office Management | HR Generalist |

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Gujarati (Fluent)
- Sindhi (Fluent)