



## SUMMARY

Human Resource professional, proficient in managing calendars, organising meetings and events, handling employees' learning database, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with an ability to work independently and as part of a team.

## EDUCATION

### MBA - Human Resource Management

St. Francis Institute of Management and Research  
2021 - 2023

### M.Com - Accounting and Finance

University of Mumbai  
2017 - 2019

## PROJECTS

- **Live Project:** Employee Engagement and Attrition Analysis
- **Specialisation:** A Study of Training & Development and its Effectiveness in Organisation
- Mental Health Training conducted for the HR Batch as a part of T&D Assignment

## CERTIFICATIONS

- HR Analytics - Primax Foundation, Bangalore (2022)
- Counselling - Xavier's Institute of Communication (2017 - 2018)
- Diploma in Business Management - AIM Institute of Management Studies (2014-2015)
- Content Creation and Digital Marketing - My Captain (2020)

## PROFESSIONAL EXPERIENCE

### Management Trainee - HR

SBM Bank India Ltd. | April 2023 - Present

- **Employee Engagement** - Conceptualisation of Employee Engagement Calendar and ensuring seamless execution of the Initiatives. Vendor management and negotiation, Invoice Processing, Offsite planning and coordination.
- **L&D Operations** - Assisting in Planning and Execution of Training Interventions as per Organisational needs. Training Content Curation, Data Management, LMS Coordination and Operations.
- **CSR Activities** - Networking with NGOs and organising CSR initiatives.
- **R&R Initiatives** - Coordination and Assistance in the end to end process.

### HR Intern

L&T Financial Services Ltd. | May 2022 - June 2022

- Employee Engagement, Communication Framework, Benchmarking study, Pulse Survey, Building Standard Operating Procedure, Conducting exit interviews.
- Live Project on Employee Engagement and Attrition Analysis
- Basics of Recruitment and functions of different departments in Human Resource Management.

## ACHIEVEMENTS & ACTIVITIES

- 1st Place in 'Make your Own Venture' competition organised by the Entrepreneurship Cell (2015 - 2016)
- 1st Place in ANDREAMS Fest, Poetry Writing Competition (2014 - 2015)
- Member of Organising Committee of International Symposium (2014 - 2015)
- Core Committee Member of Inter Religious Association (2014 - 2015)