**Varsha Yadav**

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**PROFESSIONAL SUMMARY**

**An enthusiastic HR professional over 4.5+ years of valuable experience in IT & Non IT Recruitment and Selection, Talent Management, Performance Management, HR Operations, HR Strategy Planning & Execution, Employee Engagement, Training & Development and People Management.**

**EXPERIENCE SUMMARY**

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| **Organization** | **Industry** | **Role** | **Designation** | **Tenure** |
| Bigbasket (SGSPL) | E-Commerce | HR Generalist | HR Executive | Nov 2018 – SEP 2020 |
| Bioscopewala Pictures Studios | IT & Animation | HR Generalist | Assistant HR Manager | Aug 2017 – Aug 2018 |
| Bharat Financial Inclusion Ltd. | BFSI | HR Generalist | Sr. HR Executive | SEP 2016 – APRIL 2017 |
| Trio Corporation Pvt Ltd.(TCPL) | IT Industry | HR Generalist | HR Executive | SEP 2014 – OCT 2016 |

**Roles and Responsibility:**

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| **Talent Acquisition (End to end)** |
| * Develop short & long range strategic plans for effective recruitment and development. * Work on in-house requirements, Recruited for positions update for the closure in applicant tracking system, **Adrenaline & Darwin box, Zoho recruit, Succesfactor (for upload purpose).** |
| * Preparation of JD and sourcing the desired profiles from portal **Naukri** ,**Monster**, **shine**, **indeed**, Social media recruitment on **linkedIn**, FB Post, **Glassdoor** etc and also coordinating with **agencies/ consultancies**. |
| * Taking care of Induction process for new Joiner. * Taking care of salary **negotiation**, raising offer letters, conducting order background check ,complete HR verification & finalize recruitment process (**closure of position**) * Notify interviewees and branch/recruiting managers with updated status. * Identification of manpower requirements, manpower budgeting. |
| * Providing welcome kit, preparing I-Cards, access cards, and creating Mail ID’s of new Joiner. |
| * **SPARK** Software update for employee joining & salary information with necessary documentation collection for office record. For recruitment handled Team of 3 junior recruiter, for BFSI/Non IT requirements we planned for strategies. * **Technologies handled :** Dot Net technologies (WCF,WPF), Web technologies AspectJ (AOP),Hibernate, Java Technologies( advance & core),string, struts, Python, Perl, groovy, ROR- ruby on rails, PLSQL, Android, devOps Cloud engineer, ETL (informetica), Kubernetes ,openshift ,Docker, ansible, Network Engineer. Oracle DBA (golden gate), PLSQL, Linux engineer,Oracle fusion SCM. * **Non IT skill** – Sales Profiles , Business Development (B2B,B2C) Analyst ,microfinance key Account executive, Sales agent/ Executive, * **E-Commerce Profiles** - Store In charge & Supervisor , Shift controllers , Order Allocators, DC In charge, Client /Customer service Executive, cold chain executive Key , FIFO executive, Row incharge, F&V Manager, Account Manager, Business Analyst (Bulk hiring for Picker,packer,stacker) |
| **Employee Engagement & Talent Management** |
| * Conceptualizing, designing and implementing several Employee Engagement programs and events in annual budgeting plan for current financial year. |
| * Designed and implemented all Trainee Program and Internship Program. |
| * Sending mails teasers/ Broadcasting of events or programs to every department. * Managing vendors for particular events cutouts/Banners or any other arrangements for event. |
| * Designed and Handling Rewards & Recognition program.(SMILE Awards @ BFIL ) |
| * Organized various team Competitions, The Hobby Clubs, Fun @ Work, Festival Celebrations Such as Diwali Celebration, Navratri , Xmas, Independence & republic day, Health & Nutrition, Art & Culture fairs, World Aids Day, Women’s Day, Plantation at work place and Visits to orphanage and Birthday Celebration. * Celebrating work anniversaries of employees in every month. * Arranging Training and development program to increase the productivity. * Arrange outdoor tours for employee every year. * One-on-one meeting with employee in each quarter to know there personal feedback and to motivate them. * Design and arrange different exercise sessions: Quick Yoga, 5minute break, meditation etc. * Conduct feedback survey within organization to know better about each employee’s view. |

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| **Disciplinary Action Management System (DAMS)** |
| * Taking total accountability & taking action on cases of absconding, violation of code of conduct cases, financial fraud, KYC tampering etc |
| * Sending Show cause notices, Conducting investigation with management |
| * Closing the case in **DAMS** (**software for Disciplinary actions**) |

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| **Employee Relations and Welfare** |
| * Handling Grievance Cell-HR, An SLA based employee queries and grievances management system to ensure prompt resolution of grievances. |
| * Consult employees - be an open door / ear for different personal issues at client sides and corporate office. |
| * Conducting Employee Relation activities such as team meetings, town halls & one on one session. |
| * Employee Care Initiative- Handling Skill Up gradation Scheme to encourage employees to enhance their individual competence and acquire additional certifications that are relevant at work. |

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| **Employee Lifecycle Management/ HR Operations (Documentation & policy)** |
| * Induction, Business Orientation, on boarding, Joining and Exit formalities. |
| * Ensure timely closure of Employee life cycle HR processes (e.g. Performance Management, Progressions, Confirmations, Salary revisions etc). |
| * Preparation of formats like Job Descriptions, Interview assessment sheets, Exit interview form, Performance appraisal form, Feedback forms , Employer Letters and Organization structures/ notes. |

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| **Performance Management System (PMS)** |
| * Coordinating with the employees for Performance Appraisal Processes viz. Goal Setting, Self-Appraisal, One-to-One discussion and finally with the appraiser and reviewer. |
| * Facilitating the process of preparing departmental and individual KRAs and Carrying out 360 Degree Feedback. |

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| **MIS and HRMS** |
| * Member in executing the HRMS and migration of data into HR Systems. |
| * Handle all kinds of HR MIS reports and HR Dashboard. |

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| **Training and Development** |
| * Identifying and analyzing training needs (TNI & TNA) and preparing annual training plan, annual training budget and annual training calendar. |
| * Ensuring co-ordination of internal and external training programs at client side |
| * Organized training programs on managerial/behavioral skills like Team building, Personality Development, Train the Trainer, Communication Skills, Leadership Skills, Lateral Thinking, Decision Making, Managerial Grid, Relationship Management etc. * Performed other duties as apparent or assigned. |

**SCHOLASTICS**

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| **Qualification** | **Name of the Institute/ University** | **Percentage** | **Year** |
| **MBA (HR)** | G. H. Raisoni Institute of Management , Nagpur | 76% | 2012-14 |
| **BA (English Literature)** | Y.C.M.O.U Nashik | 60% | 2008-11 |
| HSC | Maharashtra State Board | 60% | 2008 |
| SSC | Maharashtra State Board | 64% | 2005 |

**Additional Certification**

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| * Successfully completed **on the Job Training of 3 months from as a HR Intern**. |
| * Successfully completed an intensive programmer on **Personality development from Kavikulaguru Kalidas University, Ramtek, and Nagpur.** |
| * Successfully completed certification in LPDC arranged by Surya Foundation, Delhi * Successfully completed certification in Naturopathy, Yoga, Meditation skills arranged by Surya foundation ,Delhi * Trainer for PDC at INO (International Naturopath Organization) travel to Haryana, Mathura, Jaipur and Delhi. |

**STRENGTH**

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| * Strong communication * Multitasking * GO getter attitude & Highly professional |
| * Flexibility * Adaptability |

**PERSONAL PROFILE**

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| **Date of Birth** | 13th March 1989 |
| **Marital Status** | Married |
| **Hobbies** | Dancing, Drawing Freehand designs, Decoupage designs, Learning new things. |