

**Ms. POOJA BHAYANI**  
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## OBJECTIVE

- To be a successful HR professional who will not only perform work with complete diligence, sincerity and determination in any organization, but will also align my goals with that of the organization to ensure a holistic progression of both.

## WORK EXPERIENCE

02 Years 01 Months

Company: BlueSky HR Solutions Pvt. Ltd. | Designation: Senior HR Executive | Duration: 21<sup>st</sup> Apr 2015 – Present

Clients Serviced- HR Operations: | Phonethics Mobile Media Pvt. Ltd | TC Express Hospitality Services Pvt. Ltd

Client Serviced - HR Audit: | Red Chillies Entertainment Pvt. Ltd | Red Chillies – VFX | ETG Agro Pvt. Ltd

### Duties & Responsibilities:-

- Handling entire gamut of HR Operations for clients such as attendance management, leave management, and complete process of employee life cycle within the organization.
- Conducting HR Audits in order to check whether HR Process & operations are properly implemented.
- Development and Implementation of new content for the clients which includes but not limited to making new policies, forms & templates
- Designing & Developing of Job Description, KRA's & KPI's.
- To make strategic plans, to align key business challenges with HR plans and objectives.
- To develop the content, and provide to the clients
- To monitor the work efficiency of the staff through HR software's and systems.
- Keeping a track of records of the process/procedures/ forms & formats in order to ensure that they are in synchronization with the organization goals.

Company: DNA Associates | Designation: Junior HR Consultant | Duration: 13<sup>th</sup> Jan 2014 – 31<sup>st</sup> March 2015

Clients Serviced: Venus Construction Pvt. Ltd.

### Duties & Responsibilities:

- Preparation of HR Manual.
- Preparation of SOP and flow charts.
- Understanding and Implementation of the organization current policies & charts.
- Design & implementation of recruitment strategy, screening of employees, taking interviews and negotiating salary, giving offer letter and taking conformation.
- Designing, Developing & Revamping of Job Description, KRA's and KPI's.

- Taking Induction & Orientation of new employees along assisting in joining formalities by providing basic information about the company, hierarchy, policies, preparing employee file, taking relevant documents from the employee etc.
- Conducting monthly meeting with the employees.
- Monitoring staff's performance
- Handling Employee Grievance.
- Conducting employee engagement activities through birthday's, festive activities celebrations etc.
- Performance Appraisals.
- Daily Reporting.
- Conducting Exit Interviews.
- Representing the company on various networking platform.

#### SUMMER INTERNSHIP

00 Years 02 Months

Company: Ajanta Pharma Ltd. | Duration: 15<sup>st</sup> May 2013 – 15<sup>th</sup> July 2013

Project Title: Comparative Analysis of Recruitment of Field Staff of Pharmaceutical Companies

#### Duties & Responsibilities:

- Different recruitment sources for field staff
- New recruitment trends
- Cost effective sources
- Best practices for company
- recruitment process of different companies

#### ACADEMIC CREDENTIALS

Name of the College / Institution	Degree	Specialization& Grade	Year	Percentage
Atharva School of Business	PGDM	Human Resources (Gold Medalist)	2014	74.00%
UPGCM,Vile Parle	B.Sc	Information Technology (Amongst Top 10)	2011	69.74%
NL, Malad	H.S.C.	Commerce	2008	77.17%
St. Lawrence, Borivali	S.S.C.	N/A	2006	74.26%

#### TECHINICAL PROFICIENCY

- Diploma in Computer Application
- Graduation Final Year Live Project in “Institute Management System”

## CO – CURRICULAR & EXTRA – CURRICULAR ACTIVITIES

- **Hosted HR Panel Discussion** – Talent Retention, Talent Acquisition & Talent Development
- **Core Committee member** for the college fest “RHYTHM” conducted by Atharva School Of Business
- **Second Prize in Best Manager** in the college fest “RHYTHM” conducted by Atharva School Of Business
- **Core Member in Ashwamedh**- Panel discussion on “Reassuring Confidence in India- A Roadmap to Recovery’
- **Organizing Member** in National Management Quiz for Corporate held at Atharva Institute of Management Studies by AIMA
- **Semi Finalist** in Debate Competition“ Tark Vitrak”
- **Organizing Committee member** for the college fest “CHIP IT ” conducted by Usha Pravin Gandhi College Of Management
- **First Prize** in “Collage Making Competition” in the college fest “CARE” by Usha Pravin Gandhi College Of Management

## PERSONAL DETAILS

- Date Of Birth:30<sup>th</sup> Dec 1990
- Sex: Female
- Marital Status: Single
- Language Known: English, Hindi, Marathi, Gujarati