

Anushka Chauhan

Email: anushkac77@yahoo.in || Phone: (M) +91 9902947466 || DOB: 29-Aug-1988

Seeking challenging assignments and learning environment where I can make use of my abilities to help the organization grow and adding value to self

- Meticulous & knowledgeable **PGDM (Human Resource) professional** with **BE in Electrical Engineering**
- Excellent analytical and logical skills
- Excellent communication and people skills
- Leadership skills
- Planning & Organizing skills
- Honesty, Creativity, Passionate and Perseverance

CAREER RELATED SKILLS

- | | |
|---|---|
| <ul style="list-style-type: none">• Change management• Compensation & Benefit• Culture Integration• HR Analytics | <ul style="list-style-type: none">• HR Strategy• Consulting• Process Re-engineering |
|---|---|

ORGANIZATIONAL EXPERIENCE (30 MONTHS)

- Currently working as **an HR consultant in Change Et Al, since May' 2015**
- Worked as a **Summer Intern in Taj West End Bangalore** from Apr'2014 to Jun'2014
- Worked as an **Engineer ,KEC International Ltd. RPG Group** from July'2011 to Jan'2013

AT Change Et Al:

Compensation & Benefit

- Prepared **wage settlement agreement** for the union of **Taj Westend Bangalore** for the year 2015-18 during summer internship
-

Change Management Intervention

- Provided end to end support in change management project of acquisition of two big travel companies
- **Branded Change Management engagement program** for the organization to bring the transition in a smoother way

Performance Management

- Conducted **annual performance review** for the employees and the 360 degree feedback system with the team during internship
- Analysis and research on making the performance management process a tool for employee development

Learning & Development

- Coordinated with CEO to conduct leadership L&D programme in an effective manner
- Prepared an intensive Change management **4A module** for the leadership workshop
- Prepared module provides aligning, applying, accelerating and assimilating the change

HR Analytics

- Did thorough market research on HR analytics and analyzed the demand and supply gap, competitor's landscape, revenue model, financials etc.
- Identified the latent demand and did As -Is state and To-Be state analysis to fulfill this demand

HR Strategy & BD

- Prepared successful HR strategy for clients for their T&D activities, employee engagement functions & leadership assessment
- Developed a niche for my company that was used as a differentiating factor during sales pitch
- Finding out opportunities for revenue generation or cost cutting by selling HR services

Process Re-engineering

- Standardized, documented and performed a gap analysis of banking processes for a leading bank

AT KEC International Ltd. (R.P.G Group):

- Thorough planning on the upcoming & on-going projects with integrated production & dispatch plan, project completion schedule. Coordinating with the operations, quality & materials team for the same
- Putting up requisition of new materials bi monthly as per the project requirement through material requisition plan and follow up on MIS
- Responsible for calculating & maintaining cut length and steel wastage, project wise and month wise and maintaining it at a specified limit
- Coordinating with the supplier, client & internal team on the site for the dispatch of the finished goods
- **Appreciation:** Rewarded the **Best project** during training period in the organization on '**reduction of steel wastage in planning**' by minimizing the wastages from past level of 7% to 4%.
- **Cost savings:** Achieved an Annual cost saving of **Rs. 60 Lakhs** in the project.
- Received an **appreciation letter** from the company for delivering cost and profitability focus by using **76 MT cut length** in a month (highest so far) and **reducing the wastage and the inventory level**

EXTRA-CURRICULAR ACTIVITIES

- Won special mention for the article on **Green Supply Chain Management** in an article writing event organized by Prahava- the biannual magazine of **IIM Shillong**
- Won prize for writing an article in the annual magazine of **IIM Kozhikode** on "**Labor Reforms in India: An absolute necessity**"
- **Event Coordinator** of 'Politico Mania' at Xiss Annual Fest 'Panache' 2014 and 2015.
- Secured **First prize** in article writing event organized by Samvad magazine of Welingkar- Mumbai in Feb, 2014
- Secured **1st Position** in Fashion Show, **2nd position** in dance and **3rd position** in Management games in Zenith 2013, a National Level fest organized by XIMB, Jabalpur
- Active member of **Event Organizing Committee** at J.E.C
- Successfully completed **French language course** (Basic+ Advanced) from '**Institute of Foreign Language**'
- Secured **2nd** rank in **Table Tennis tournament** at Divisional Level
- Played **Badminton and Table Tennis** at District level Tournament
- Won prizes in **Elocution and Debate** at School Level
- Published an article on "**Inclusive Growth**" in "Confluence", the Diamond Jubilee celebration magazine of XISS

ACADEMIC PROJECTS & SUMMER INTERNSHIP

- **Summer Project:** "**Analysis of the Trade Union Settlement of previous years and proposal of a new settlement agreement for the year 2015-18 at Taj West end, Bangalore**"
- **Research Project :** **Differentiating Role of Ethics in day to day working of the public and private sector employees**
- Worked on Industrial Training program "**Manufacturing and Testing of Transformer**" at **Crompton Grieves, Bhopal** for Summer Internship in 2010

SEMINARS/WORKSHOPS

- Attended **National HR Conference** on "**Developing People Strategy for Global Competitiveness**" at Xiss Ranchi on 9th November, 2013
- Attended a one day National Conference by **Maruti Suzuki- Awanish Kumar Devi Memorial Trust** on "**The key Differentiator in world class organization : People**" at Xiss, Ranchi
- Attended the Annual Technical Festival of **IIT Roorkee- " Cognizance"** held in 2009

ACADEMIC BACKGROUND

- PGDM (Human Resources) from Xavier Institute of Social Service, Ranchi in 2015; 72.5%
- B.E (Electrical) from Government College of Engineering, Jabalpur 2011; 70.5%
- Senior Secondary 2006; 71.3%, Higher Secondary 2004; 86%

External Trainings French Language Course (Basic + Advanced) from Institute of Foreign Languages

Hobbies: Dancing, playing badminton, reading non fictional novels

IT Skills: Good Proficiency in MS excel, MS word, MS Power point