

**Career Objective-** is to create a place for myself in this competitive corporate world in a manner that I can utilize my learning to the best of my potentialities and get the opportunity to learn, innovate and grow on a daily basis with the organization.

**[24]7 Customer Pvt. Ltd., Bangalore as an HR Executive (Employee Relations)**

**Since 17th June'15**

<b>Key Deliverables</b>	<ul style="list-style-type: none"> <li>- Partner with HRM team and top management in the implementation of the <b>strategic HR Plan</b></li> <li>- Responsible for smooth execution of <b>Employee's Grievance Redressal</b> within TAT</li> <li>- <b>Attrition Management</b> within the Business units</li> <li>- Responsible for <b>internal talent mobility initiatives</b> across Business Units</li> <li>- Managing the <b>annual performance review cycle</b> for all promotions with HRM team</li> <li>- Handling <b>On-boarding and induction</b> for new hires</li> <li>- <b>Employee connects</b> through 1 on 1, Focus Group, Town Hall , Skip level meeting with Managers</li> <li>- Work at an <b>operational level</b> with multiple stakeholders in implementation and delivery of key HR initiatives like org-wide <b>employee engagement events &amp; learning initiatives</b></li> <li>- <b>Develop, implement and manage people policies</b> and transparent guidelines</li> <li>- <b>Design and deploy HR interventions</b> in a calendarized manner to improve employee engagement for the Business unit</li> <li>- Organize and allocate budgets for all org. Wide <b>Rewards &amp; Recognition events</b></li> <li>- <b>Conduct engagement &amp; satisfaction surveys</b> on a quarterly basis within the business unit</li> <li>- Responsible for <b>Employee Database management, Attendance Management</b></li> <li>- <b>Support, develop and coach TL &amp; managers</b> in managing employee relations issues using company's policies and procedures and resolving issues when arise</li> <li>- <b>Exit Management</b> activities</li> <li>- Work with C&amp;B team to ensure any <b>salary revisions</b> aligned to new roles and hires</li> <li>- Responsible for publishing <b>HR dashboards, Metrics reporting and documentations</b> on a regular basis</li> </ul>
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## INTERNSHIPS AND PROJECTS

**Greytip Software Private Limited**

**April'14 – June'14**

<b>Internship</b>	<ul style="list-style-type: none"> <li>- To study the scope of "greytHR", a core payroll HR software of Greytip, for the Middle East market</li> <li>- Performed a <b>Product Analysis</b> on the various features of 'greytHR' to analyze its compatibility with the existing practices and requirements like pay-structure, deduction etc</li> <li>- Use of <b>primary and secondary research</b> for streamlining and data collection</li> <li>- <b>Competitor Analysis</b> focusing towards competitor's product offerings, pricing and distribution channels</li> <li>- Performed Porter's five forces analysis &amp; SWOT analysis in order to conduct competitive rivalry analysis</li> <li>- <b>Market Analysis</b> of SMEs in the Middle East Countries like Saudi Arabia, UAE, Bahrain, Oman, Qatar, etc</li> <li>- <b>Project report</b> with findings and recommendations on <b>product modification and go to market strategy</b></li> </ul>
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**Biocon Limited**

**Sep'14-Oct'14**

<b>Live Project</b>	<ul style="list-style-type: none"> <li>- <b>Performance Management Goal-Audits</b></li> <li>- <b>Created audit checklist</b> per goal template of an employee's KRA to align with the organizational &amp; divisional targets</li> <li>- <b>Audited close to 400 goal sheets</b> of various Business Units like Quality, Finance, and Human Resources</li> </ul>
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- etc.
- **Designed a tracking checklist** to track compliance/non-compliance for each employee in the organization
  - Auditing of goal sheets as per checklist and **evaluation of goal sheet delivery**, mapped with the inter-dependencies and compliance as per a predetermined checklist by Biocon Ltd.
  - Compiling a **project report** with audit results, findings and recommended changes in goal sheet post audit
  - Provided suggestions on **awareness of Performance Management System, creation of mailers/posters, designing of modules** for different levels, use of different communication channels, with a way forward in conducting Goal Setting in the organization

#### AWARDS AND ACHIEVEMENTS

<b>Extra-Curricular Activities</b>	<ul style="list-style-type: none"> <li>▪ Member of HR Ensemble club at SIBM- Bengaluru for the year 2013 - 15</li> <li>▪ Organized 'Satkala, 2014' and participated in 'Satkala, 2013', the Corporate Art event at SIBM Bengaluru</li> <li>▪ Volunteered for the management fest, 'REVELATION, 2014' as a core member of the HR event.</li> <li>▪ Active participant in the creative team of 'TEDx, 2014' in SIBM- Bengaluru in the year 2013-14 &amp; 2014-15</li> <li>▪ Took part in 'RYLA, The change maker', a Rotary International initiative at SIBM Bengaluru in 2013-14</li> <li>▪ Participated in 'PRARAMBH, the business idea competition, 2013' at SIBM Bengaluru in 2013-14</li> <li>▪ 1st rank in catechism subject at district level (Jabalpur) in class 7<sup>th</sup> in Good Shepherd Convent School</li> <li>▪ 1<sup>st</sup> position in the Diocesan Catechism test at Good Shepherd Convent School in the year 2004-05</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>▪ Member of the Jhankaar Dance club at Symbiosis Institute of Business Management, Bengaluru, 2013-15</li> <li>▪ Member of National scout &amp; guide at Good Shepherd Convent School in the year 2003-04</li> <li>▪ Member of Academic &amp; Disciplinary committee in class 11<sup>th</sup> in Kendriya Vidyalaya in the year 2007-08</li> <li>▪ Been a part of hospitality team of various corporate event held in college like convergence, Utopia</li> <li>▪ Secured overall 2<sup>nd</sup> rank in commerce dept. in class XII in Kendriya Vidyalaya in the year 2008-09</li> </ul>

#### ACADEMIC ACHIEVEMENTS

<b>MBA</b>	2013 - 2015	Symbiosis Institute of Business Management- Bangalore	2.67/4
<b>B.COM</b>	2009 - 2012	PT. Shambhu Nath Shukla Govt. (Autonomous) P.G College	71.88%
<b>Class XII</b>	2008 - 2009	Kendriya Vidyalaya, Shahdol, M.P (CBSE)	73.80%
<b>Class X</b>	2006 - 2007	Good Shepherd Convent School, Shahdol, M.P(CBSE)	56%

#### Personal Details

- Marital Status - Single
- Date of Birth- 16.02.1992
- Gender- Female
- Languages Known- Hindi, English
- Address- 1st Floor, Sarvodaya Market, Main Road, Shahdol, (M.P)- 484001
- Contact No. - 9008802270