

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

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

INTERNSHIPS AND PROJECTS

Greytip Software Private Limited

April'14 – June'14

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

Biocon Limited

Sep'14-Oct'14

<p>Live Project</p>	<ul style="list-style-type: none"> ▪ Performance Management Goal-Audits - Created audit checklist per goal template of an employee's KRA to align with the organizational & divisional targets - Audited close to 400 goal sheets of various Business Units like Quality, Finance, and Human Resources
----------------------------	--

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

ACADEMIC ACHIEVEMENTS			
MBA	2013 - 2015	Symbiosis Institute of Business Management- Bangalore	2.67/4
B.COM	2009 - 2012	PT. Shambhu Nath Shukla Govt. (Autonomous) P.G College	71.88%
Class XII	2008 - 2009	Kendriya Vidyalaya, Shahdol, M.P (CBSE)	73.80%
Class X	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