

Indrajeet Kaur

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Career Objective

Dedicated and results-driven HR professional seeking a challenging role in an organization where I can leverage my expertise in talent development & learning & development to drive organizational success and employee growth.

Work Experience

1) Broadridge Financial Services Pvt. Ltd. (December 2016–Till Date)

Talent Development:

- Onboarded new hires and updated their details on the employee portal.
- Conducting New Hire Orientation and managing employee experience and stakeholder relations.
- Led employee engagement initiatives and organization-wide activities.
- Managed individual development plans post-360 feedback for leadership development.
- Coordinated performance management workshops for new hires and maintained employee records.

Learning & Development:

- Played a key role in the global Leadership Development team to design, deploy, and measure scalable learning solutions.
- Managed Learning Management Systems (LMS) such as Workday Learning, Cornerstone & Success Map Learning.
- Created and program managed Instructor-Led Trainings (ILT), virtual sessions, and learning paths.
- Provided support for internal and external stakeholders on LMS functionalities.
- Curated learning assets from platforms like LinkedIn Learning, Pluralsight, Intuition, Get Abstract, and NY Institute of Finance.
- Developed virtual and self-paced learning solutions using Articulate 360 tools.
- Conducted assessments via Glint, SurveyMonkey and Microsoft Forms.
- Managed leadership development using 360 feedback tools (Glint) and DiSC assessments.
- Designed 90-minute & Self-paced materials (short videos & quizzes) using Canva & Articulate 360 and hosted in LMS.
- Created quarterly training scorecards.

Diversity & Inclusion:

- Partnered with the D&I Program Manager to develop policies, toolkits, and best practices.
- Managed diverse hires, promotions, and terminations for higher management's review.
- Prepared diversity reports and dashboards.
- Supported and rolled out Diversity & Inclusion programs throughout the year.

2) SAP India Pvt. Limited: April2016–September2016

- Worked as an HR & learning enablement professional with comprehensive experience in HR operation, training and development, talent acquisition and account management.
- Designed and implemented training programs to enhance employee development.
- Coordinated new hire induction, onboarding, and training logistics.
- Processed vendor invoices and approvals.
- Training Content Protection and Management.
- SAP Certification Exam Roll Outs.
- Conducted post-training reviews.
- Reporting & MIS
- Optimizing Training Costs
- Training Rooms & Logistics
- Identifying, and analysing training needs.
- Verify the invoice received from vendors and take necessary approvals to proceed with invoice payment
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- Collecting the compiled reports of internal and external trainings, and working out on the training needs for the organization.

Technical Experience:

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| LMS | Workday, Cornerstone, SuccessMap learning (SAP) |
| Instructional Design Tools | Articulate 360 (Storyline 360 & Rise 360), Canva, Eleven labs |
| MS Office | Advanced Excel & Powerpoint |

2) Accenture Services Pvt. Limited:- (March 2012–March 2015)

- Worked as an Operation Associate and supported an International Organization, which is pioneering in the field of securing Intellectual property rights and manages that the artist would get the royalties appropriately.
- Managed resource planning, job descriptions, and candidate evaluations.
- Evaluate the role fitment based on listed competencies/technical skills in the Job Description.
- Liable to fulfil the resource requirement for the client within TAT.
- Coordinated with vendors and internal teams for recruitment processes.
- Follow up with the candidates till joining.
- Conduct post offer follow up with offered candidates and provide any clarity they need before joining.
- Understanding key issues of the sub-process.
- Identify the requirements of process related people from Clients 'end & providing them with necessary details for the smooth execution of operations.
- Conducted exit interviews and developed employee retention strategies.
- Point of contact for employee referrals and related queries.

Achievement

- Got Summit award for the Quarter for outstanding people development.
- Awarded with several “Thank you” notes from supervisor for being people advisor.
- Got “Best Performer of The Year” award for outstanding performance.

2) Bhagat Ford (Authorized Dealer of Ford Motors Pvt. Ltd.) - (May2011–Nov 2011)

- Worked as an Administrative Executive
- Managed HR operations, employee recruitment, and induction processes.
- Handled compensation, incentive plans, and employee relations.
- To conduct constructive background searches and find synergies on potential government and private sector bodies
- To provide regular updates on government policies and legislations to the customers.

Other management trainings

- Two months industrial training at ONGC Limited, Dehradun as a Trainee.
- Project “Recruitment & Promotion Policy Analysis of ONGC” from June-2010 to August-2010

Overview of Projects

1: Project Name- Recruitment & Promotion Policy Analysis of ONGC

- Analysed ONGC’s recruitment and promotion policies using surveys and data visualization.
- Developed recommendations for improving training and development programs.

2: Project Name- Study of Perception of Trainees towards Training Program in HDFC Bank

- Conducted comparative analysis of training methods in the banking sector.
- Assessed the effectiveness of training programs and proposed enhancements.

HR Skills

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| • Program Management | • Instructional Design | • 360 Feedbacks |
| • Leadership Development | • DEI Metrics | • Individual Development Plan |
| • ILT & VILT Modules | • Content Design | • Vendor Relationship Management |
| • Onboarding – 30-60-90 Days plans | • Employee Relations | • Feedback gathering |
| • Stakeholder Management | • New Hire Orientation | • Data base Management |
| • Requirement gathering | • Training Operations | • Conducting the trainings |

Strengths

- Goal-Oriented & Performance-Driven
- Excellent Stakeholder Management
- Adaptability & Willingness to Learn
- Strong Team Player

Education Qualification

- MBA in Human Resource Management, completed in 2011 from Uttarakhand Technical University, Dehradun.
- B.Sc. completed in 2008 from H.N.B. Garhwal University.

Personal Profile

DOB : 11th May1987
Gender : Female
Nationality : Indian
Permanent Address : Bangalore.
