



*Heena Bisht*

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DOB: 30 April 1993

Art Fanatic | Maker |DIY enthusiast

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## PROFESSIONAL SUMMARY

- Currently working with Infosys Limited as Senior Associate Lead- Employee Relations in Bangalore with a span of 28,000+ employees.
- Involved in driving relevant communication and formulating quarterly DCHR strategy for employees in Bangalore DC.
- Responsible for reinforcing culture through various employee engagement activities at a location and organization level.

## WORK EXPERIENCE

Senior Associate Lead- Employee Relations, HRD	INFOSYS LIMITED	MAY 9, 2016- PRESENT
	<ul style="list-style-type: none"> <li>Designed, developed and implemented the corporate wellness and safety program calendar for Bangalore DC for 2016 and 2017.</li> <li>On-boarded 7200+ employees including over 50+ senior leadership into the Infosys Way of Life, creating a WOW experience and ensuring 100% compliance till October 2017.</li> <li>Creating a positive work environment at work by ensuring 100% compliance and closure in grievance management and issues resolution.</li> <li>Member of the Incident Management Group and responsible for investigating concerns pertaining to workplace concerns (disciplinary and Information Security violations).</li> <li>Designed and implemented Samaritans- peer to peer counselling network for Infosys Limited across all India locations.</li> <li>Member of the Investigative Council for reporting and investigating concerns pertaining to Sexual Harassment.</li> <li>Handled various employee emergencies and provided support to the families of the aggrieved at the location level.</li> <li>Designed and developed Development Center HR dashboards and reports quarterly for location level for various stakeholders.</li> </ul>	
	MANAGEMENT TRAINEE PROJECT	
	<ul style="list-style-type: none"> <li>Redesigned and developed various new initiatives under HALE, one of the Employee Value Proposition of Infosys by launching mobile app with gamification around health and wellness.</li> </ul>	
	<ul style="list-style-type: none"> <li>Created a ready reckoner for Business Partner HRs on GOSM compensation model.</li> </ul>	

## PROFESSIONAL & ACADEMIC EDUCATION

YEAR	COURSE	NAME OF UNIVERSITY/COLLEGE	PERCENTAGE
2014-16	PGDM-HR	International Management Institute New Delhi	70.50%
2013	B.Sc.(Hons) Chemistry	Gargi College, University of Delhi	72.09%
2010	Class XII	Ryan International School, Faridabad	83.20%
2008	Class X	Ryan International School, Faridabad	92.20%

## INDUSTRY INTERFACE

	RICOH INDIA LIMITED	APRIL 2015 –JUNE 2015
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Summer Internship Project	<ul style="list-style-type: none"><li>Identified the grey areas in Employee Engagement &amp; recommended suggestions to enhance the overall Employee Engagement Levels.</li></ul>	
Corporate Immersion Program	TCG HAMILTON INDIA LIMITED	JANUARY 2015 -FEBRUARY 2015
	<ul style="list-style-type: none"><li>Designed and developed a Performance Management System as per the needs of the organization.</li><li>Suggested various initiatives for Employee Engagement and Workplace Flexibility in the organization.</li></ul>	
REWARDS & RECOGNITION		
Infosys Limited	<ul style="list-style-type: none"><li>Secured 2nd position amongst 15 clubs and committees as then <b>Best Committee in Bangalore DC</b> for Food Experience team in July 2017.</li><li>Awarded <b>Best BPHR Initiative</b> for <i>Caterpillar Rebadging</i> in April 2017.</li><li>Awarded <b>Bravo Award for Excellence (Individual Contributor)</b> for bringing in renewed approach in Employee Engagement activities in December 2016.</li></ul>	
IMI Delhi	<ul style="list-style-type: none"><li>Secured 2nd position amongst 21 teams in HR Quiz conducted by <b>National Institute of Personnel Management (NIPM)</b>, Northern Region representing IMI, New Delhi, 2015.</li></ul>	
Gargi College	<ul style="list-style-type: none"><li>Vice President, member of the Gargi College Student Council 2012-13.</li><li>Received <b>Certificate of Appreciation</b> for tremendous contribution in HUES- The Fine Arts Society in Gargi College.</li></ul>	
ACTIVITIES AND INTEREST		
<ul style="list-style-type: none"><li>Active Runner and podium finisher for 2.5K and 5K at corporate level.</li><li>Inclined towards arts and craft, decoration, coffee painting and singing.</li><li>Organized various events as part of the DCHR team at Infosys Limited (Bangalore One HR offsite, Quarterly Town halls with CEO, Bi-annual InfyRun 2016 and 2017, Stellar Saturday, Petit Infoscion Day and other celebrations).</li><li>Organized various events as a member of the Gargi College Students Union 2012-13 (Reverie, Jashn-e-India, Scintillations, Gargi Olympiad, SPIN &amp; Fresher's Day) at Gargi College.</li><li>Actively participated in blood donation drives in corporate, college and school level.</li></ul>		