

ARADHANA PATWA

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EDUCATION			
Year	Qualification	Institute	%/CGPA
2020	MBA	Indian Institute of Management, Rohtak (IIM Rohtak)	74.74%
KEY ACHIEVEMENTS			
<ul style="list-style-type: none"> Implemented key retention strategies which reduced turnover rates significantly, impacting overall team stability and business performance positively Implemented HR process improvements resulting in a 45% reduction in time spent on redundant tasks Utilized data analysis for strategic decision-making in HR, impacting company policy and operations significantly Contributed to the design and implementation of HR strategies that boosted employee engagement by 20% implementing tailored engagement initiatives 			
EXPERIENCE			
Stelling Technologies Pvt Ltd.		Manager- HRBP	November 2022 – January 2024
<ul style="list-style-type: none"> Collaborated with hiring managers to devise targeted workforce strategies, resulting in a 25% decrease in time-to-hire and a 20% increase in quality of candidates sourced Orchestrated innovative recruitment strategies to streamline organization wide hiring requirements reducing hiring TAT up to 50% Assisted in implementation and administration of new benefits program which benefits 70% employees month on month Pioneered & automated new appraisal system at no additional cost resulting in saving 95% manpower hours & reducing manual error to 1% Executed data-driven HR solutions by optimizing KPI tracking, enhancing decision-making efficiency within the HR department 			
Stelling Technologies Pvt Ltd.		Management Trainee- HR	March 2021 to October 2022
<ul style="list-style-type: none"> Catalyzed in smooth migration of 300+ associates from third-party payroll to on-rolls Developed comprehensive one stop solution for all employee related data needs Automated and optimized Finance session up to 95% for new employees saving 3+ hours per joining while keeping cost saving as priority Facilitated HR support during a period of rapid growth from 150 to 400+ employees in less than 4 months 			
Stelling Technologies Pvt Ltd.		Human Resources Intern	December 2020 to March 2021
<ul style="list-style-type: none"> Single - handedly steered recruitment drives for various cities across India closing approx. 120 positions within 3 months Screened more than 1000 applicants for various Technical & Non-Technical roles across organization within 40 days Conceptualized interactive dashboard for effective reports eliminating 95% human error in the manual process 			
United India Group of Companies		Branch In-charge	February 2014 to July 2015
<ul style="list-style-type: none"> Initiated and implemented digitalization of the daybook mitigating the expenses by 8% annually Mentored new team members in diverse roles and led a team of 4 people for day-to-day operations 			
INTERNSHIPS			
Byju's		Business Development Trainee	July 2020 to September 2020
<ul style="list-style-type: none"> Cultivated innovative strategic partnerships that resulted in a 30% increase in prospect conversion rates, enhancing overall customer engagement Built and managed a pipeline of 22+ prospects, with 40% conversion rate during the 3 months tenure 			
AEXTRA-CURRICULARS			
Competitions	Won HRya - The article writing competition by IIM Vishakhapatnam		2019
	National finalist in Case study competition conducted by IIT Kanpur		2019
Certifications	Strategic Human Resource Management from IIM Rohtak		2020
	Inbound Marketing Technique certification (certified by HubSpot Academy)		2019
	Data Analytics course certification (certified by Google)		2018
Volunteer Work	Offered help as Mentor POC for Start-up Expo		2019
	Administered promotions and event management for Film Summit 3.0		2018
	Teacher for poor children in NGO- 'Wings-Umeedon ko Pankh'		2017
SKILLS			
Technical Skills	MS Excel, MS PowerPoint, G Suite, HRMS		
Hard Skills	Stakeholder Management, HR Policies and Performance Management, Strategic Workforce Planning, Employee Relations, Cross-Functional Collaboration, Recruitment & Onboarding, Vendor Management, Employee Engagement, Exit Management, Payroll		