

Gifty Mehra

Email: giftymehra8@gmail.com | Ph.: 9501002540

EXPERIENCE

- HR Manager** (June 2024 – Present) **Wishlink**
 - Scaled** the HR function from 0 to 1 by designing & implementing **Flexible Benefit plan, Induction Program and Performance Management framework** for the organization
 - Formulating** and executing strategies to enhance org. wide **employee engagement**
 - Collaborated** with a team of approximately 170 employees to address workplace grievances and develop key HR policies including **Leave Policy, Flexible working Policy, Leave without pay & travel reimbursement policy.**
 - Oversaw payroll execution** and facilitated seamless **employee offboarding** through accurate full and final settlements.
- HRBP** (July 2023 – February 2024) **Infoedge**
 - Partnered** with Sales department of 99Acres (300+ employees) to facilitate communication between employees and management and maintain a positive workplace culture
 - Determined** the training requirements for the sales team and devising the **induction program**, for new hires, while leveraging data for well-informed HR choices
 - Created** a framework to establish career advancement plans for high-potential individuals within the sales team using **Assessment Center**
 - Reviewed** and **analyzed business metrics** including retention, attrition, transfers, promotions, span of control and recommending systematic improvement
- HR Partner** (February 2022 - April 2023) **Amazon**
 - Partnered** with Operations department of Amazon (1600+ employees) to roll out new initiatives like **performance management, role change, exits and promotion process**
 - Assessed** business unit HR needs and **conducting** one-on-one and training sessions as required
 - Provided** management coaching to front line managers and working with senior management to develop **manager capability** plans and solutions
 - Maintained** contact with line managers and employees through one-on-one session to address all types of employee relation issues
- HR Generalist** (March 2021 – February 2022) **ClearTax**
 - Led** the **Rewards & Recognition** program to ensure that the right contributions are rewarded, promoted the program, analyzed the nomination trends and created a governance protocol
 - Spearheaded** extensive efforts to boost employee engagement, resulting in a consistent **e-NPS** of 30 month after month and **created** a retention action plan by analyzing monthly pulse survey data to recognize trends and address employee concerns effectively
 - Operated within **HR Project Management**, crafting and sustaining project plans. Collaborated proficiently within the team to ensure adherence to timelines and deliverables
 - Managed Employee Lifecycle Surveys** for **1000+ employees** and provided solutions basis results
 - Analyzed** existing roles and responsibilities within the organization and developed **Competency Dictionary** for all the roles in the organization
 - Drafted** an **Employee Handbook** encompassing details about the organization, product range, disciplinary protocols, codes of behavior, and benefits particulars
- HR Intern** (April 2020 – July 2020) **Tata Consumer Products**
 - Performed Training Need Analysis** through **focus group discussions, one-on-one interaction** and performed **Gap Analysis** to identify the pain points of the frontline **Sales Team**
 - Designed Sales Induction Content** for the **Sales Team** by collaborating with the subject matter experts to create a **One-TCPL Experience** and used the Kirkpatrick model of evaluation to create an **Assessment Questionnaire**
 - Benchmarked** & suggested a **Sales Induction program outline** which was a combination of **Classroom** sessions and **On-the-job** training
- Business Technology Analyst** (July 2017 – May 2019) **Deloitte**
 - Worked as **SAP ABAP developer** in **Health, Garments, Technology, and Manufacturing** domain
 - Interacted** with clients and worked as Business Analyst to gather requirements and created **User Reports, Interfaces and Forms**

EDUCATION

- MBA – Human Resources**
CGPA: 7.8 /10
Symbiosis Institute of Business Management, Pune – March 2021
- B. Tech – Electronics and Communication**
CGPA: 7.38/10
Thapar Institute of Engineering and Technology, Patiala - June 2017
- XII - Science**
Percentage: 91.4%
D.A.V Public School, Amritsar – June 2013
- X - General**
CGPA: 10/10
D.A.V Public School, Amritsar – April 2011

SKILLS

Performance Management Systems, Talent Management, HR business partnering, Employee Engagement, HR Ops

AWARDS

- Noble CTzen (Monthly) Award** for upholding and exhibiting ownership, August 2021

PUBLICATIONS

- Published, **Green Innovation in Human Resources Management & impact on Employee Behavior**, IJAST, 2020

EXTRA-CURRICULAR

- 2nd Runners Up**, Pune Cluster, ITC Interrobang?!, SIBM Pune, 2020
- Campus Finalist**, Bajaj ATOM, SIBM Pune, 2020

ROLES OF RESPONSIBILITY

- Senior Member, Vitarka - The HR and IR Club**, SIBM Pune, 2020-21
- Mentor**, Unsaid Talks Mentorship Program, Thapar University, 2020-Present

HOBBIES

Baking

LANGUAGES

English, Hindi, and Punjabi