

Sarthak Kaushal

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Education

MDI Gurgaon

Post Graduate Diploma in Management
Human Resource Management

Haryana, India
2022-2024

IHM Jaipur

Bachelor of Science (BSc) in Hospitality and Hotel Administration

Rajasthan, India
2016-2019

Work Experience (Post PGDM)

Transaction Solutions International (India) Pvt Ltd.

HRBP, Assistant Manager-HR

New Delhi, India
Aug'24 – Present

HR Policy & Compliance

- Designed & implemented new policies including Rehire, Performance Enhancement (**PIP**) & **IT Policy**, while evolving key policies like **Relocation, Leave, Compensation, Domestic & Local Convenience** etc.
- Enhanced policy frameworks, **impacting 500+** employees through strategic updates & implementations

HR Technology & Systems (HRMS Development)

- Spearheaded the development of an internal **HRMS**, creating the **BRD** and conducting **UAT** for Phase 1
- Collaborated with cross-functional teams to design user-friendly Hiring, Onboarding & Exit process, projected to improve the time to hire by **almost 50%** through the development of Internal HRMS
- Conducted demos of different HRMS solutions across various market segments, evaluating features and usability to identify the best-fit HRMS for the company

Mergers & Acquisitions (M&A) Integration

- Contributed to M&A activities, conducting due diligence, creating integration checklists, & Org Structure
- Calculated HR costs, aligned policies during acquisition of companies, ensuring streamlined integration
- Gained experience in M&A integration, aligning policies for **800+ employees**, a new learning experience

Talent Management

- Led E2E hiring for critical IT/Non-IT roles, driving recruitment strategies to fulfil all business needs
- Conducted a comprehensive attrition analysis across 5 business units, identifying high-risk areas (By location, designation) and reducing voluntary turnover by **12% through** targeted retention strategies

Compensation & Benefits

- Led a **job evaluation** initiative for **200+ roles**, through different methodology, standardizing job levels, and ensuring pay equity across functions
- Conducted market benchmarking & pay compression analysis, aligning compensation structures and reducing **disparities by 15%, improving retention by 12%**

CUR8 Ventures Private Limited

Talent Acquisition Lead and Strategic Partner- Founder's Office

Gurugram, Haryana, India
April'24 – Aug'24

- Managed the entire recruitment process, **created JDs** for diverse roles, and hired the core team while driving strategic employer branding initiatives.
- Established collaborations with institutions to enhance campus hiring and promote organizational values and culture
- Reduced average **time-to-hire by 30%**, achieved a **95% offer acceptance rate**, and a **97% yield rate** through refined strategies and analytics
- Developed effective policies to improve hiring efficiency, ensuring legal compliance and fostering an inclusive workplace culture
- Executed strategic sourcing techniques, including poaching high-caliber talent from competitors, to strengthen organizational leadership

Solutioning Consultant

- Interacted with clients to understand their requirements, organizational structure, and growth aspirations
- Researched, analyzed industry-specific materials to understand client needs and create tailored solutions
- Prepared recommended solutions, creating commercial proposals, **goal-setting reports**, & product decks
- Share final proposals with clients and ensure conversion through engagement, follow-up initial AM work

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Project Delivery and Implementation

- Collaborated with design, tech, and product teams to align research findings with business objectives
- Facilitated communication between senior leaders, in/ex stakeholders for effective project management
- Developed high-quality, client-tailored content, including scripts, training materials, & presentation decks
- Conducted in-depth market & competitor research to enhance product experience and content for users

Work Experience (Pre PGDM)

BrancoSoft Private Ltd.

HR Operations and Admin Associate

Noida, UP

May '21-June '22

IndiaMART InterMESH Ltd.

Executive, Sales (MDC Common)

Noida, UP

February '21-May '21

Starwood India Private Limited, Marriott International

Sales and Service Associate(V), Sales and Reservation

Gurugram, Haryana

February '20-September '20

Internships & Projects

MoneyBoxx Finance Limited

Summer Intern, Human Resources

April '23- May '23

Project Title: Strategic sales performance optimization intervention and Talent Acquisition for error-free Sales at Moneyboxx

- Analyzed sales and credit cycles, collaborated with stakeholders to identify improvements, and collected feedback from the sales team to enhance training effectiveness
- Designed and conducted training programs to reduce errors and improve sales performance, resulting in a **45% reduction** in errors and a **70% increase** in productivity for BSOs
- Implemented strategic talent acquisition strategies by shadowing Impact Analysts in 16 branches, enhancing overall talent development and deployment

Air India, SOAR – National finalist

- **National Finalist:** Ranked among Top 12 teams (out of 7,000+) and Top 3 in HR for innovative workforce transformation solutions in Air India's merger.
- **HR Expertise:** Developed a comprehensive strategy for HR transformation in Air India's M&A, fostering a unified organizational identity

Go-MMT, Live Project

2023 (8 weeks)

- Establishing an engaged & vibrant alumni community comprising of all former employees & Creating engagement & communication strategy, database management, events & activities

Impact Consulting, Live Project

2022-23 (8 weeks)

- Establishing first contact with organizations, startups to develop project scope with BDMs & Creating project brief, solution & strategy by understanding different business problems

Oberoι Hotels and Resorts, Industrial Trainee

2017-18 (16weeks)

Academic Projects

- **Diversity Management-** Compared various initiatives taken to promote diversity, equality & inclusion within India (2022)
- **Changing Roles, HRBP-** Learning about roles & responsibility, various models of HRBP, benchmarking different practices (2022)

Additional Certifications

- People Analytics
- Six Sigma Foundations
- Consulting Cases and Guestimates