

**Professional Summary**

HR professional having 3.5+ years of experience in organisation-wide HR transformation, process automation, people operations and organisational development. Proven ability to multi-task in a dynamic, fast-paced environment while meeting all deadlines.

**Professional Experience****SRF Ltd.****August 21 - Present****Designation: Assistant Manager - HR Generalist, Corporate HR (April 2025 to present)****Designation: Senior Executive - HR Generalist, Corporate HR (August 2021 to March 2025)**

**HR process redesign and automation:** Worked closely with Business units & IT team to identify process/technology gaps and craft opportunities for automation and improvement of HR processes.

- **Onboarding module:**
  - Conceptualized and implemented an automated onboarding process to connect and engage with employees pre-joining and post joining.
- **Rewards & Recognition:**
  - Designed, automated and rolled-out the R&R process at SRF leading to substantially increased recognition and ease in tracking data across the organization.
  - Drafted the rewards & recognition policy covering monetary and non-monetary avenues of recognition.
- **Other HR Modules:**
  - Designed the online workflow wireframe for the **exit module**, carried out end-to-end user acceptance testing and rolled out the module.
  - Standardized and automated the entire workflow for the **self-service portal** (e-reimbursement module).
  - Streamlined the entire process of **insurance** through automation.

**Health & Well-being:** Designed the wellness framework keeping in consideration SRF's demographics and planning interventions around it along with developing a SharePoint website to serve as a repository for all the content related to health and wellness.

**Policy Formulation:** Reviewed, updated, and formulated the HR policies in line with organizational priorities and external benchmarking.

**Performance appraisal:** Ensuring smooth implementation of performance appraisal process for all management cadre employees.

**Organisational Development:** Planned learning interventions for employees basis the annual TNI exercise; designing and implementing learning journeys and programs based on factors like competency framework, potential identified, functions etc.

**Driving Diversity, Equity, and Inclusion:**

- Conducted internal & external benchmarking to identify best practices and industry trends and developed a roadmap to drive DE&I.
- Drafted DE&I framework and second career guideline for Women returnees.
- Planned varied interventions around DE&I like targeted workshops and accessibility audits

**Others:**

- Process custodian for running location wide employee volunteering program.
- Performed data analysis on various modules and communicated actionable insights to stakeholders.
- Assisted Head HR in strategic/annual planning process, monthly reviews, and other HR initiatives across the organization.

- Finalization of and adherence to Corporate HR budget as per the Annual Plan.
- Managed end-to-end setup of the Alumni portal with a view to provide networking opportunities to the ex-employees.

**Summer Internship at TATA Power**

**Apr 20 - Jun 20**

**Project Title:** Diversity & Inclusion – Roadmap Creation | **Project Area:** Human Resources

**Project Brief:**

- Conducted industry wide external benchmarking to identify best practices.
- Recommended interventions to develop a DE&I roadmap.
- Designed a Women’s mentoring program for high potentials & created launch plan for the same.

**Achievements**

- Received ‘HR Best Under 30’ award at SRF Ltd. for well thought-out HR automations carried out throughout the year.
- Received ‘Best Debutant Award’ at SRF Ltd. for being adjudged as the best entrant of the year.
- Received ‘Special Achievement Award’ at SRF Ltd. for leading and implementing the DE&I project plan.
- Finalist at National HR Colosseum organized by XLRI Jamshedpur.
- Selected as the content writer for HRfx - The HR club of XISS.

**Education**

Qualification	Institute	Specialization	Year	% /CGPA
PGDM	Xavier Institute of Social Service	Human Resources	2021	7.9/10
BBA	Birla Institute of Technology	Human Resources	2018	81.12%
H.S.C	Delhi Public School	Science	2015	83.16%
S.S.C	Delhi Public School	General	2013	89.03%

**Personal Details**

Date of Birth	Nationality	Gender
25 <sup>th</sup> December 1996	Indian	Female