



Pallavi Jena

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WORK EXPERIENCE

Kantar (World's leading Market research organization)

Bangalore, KN, India

HRBP Advisor

Jun 2022 - Present

- Implemented a comprehensive learning and development program, collaborating with business heads to identify training needs and designing tailored learning structures. Coordinated the end-to-end program, from topic design to certificate distribution, resulting in employee satisfaction with professional development opportunities.
- Led the successful execution of the Reward and Recognition program, including designing nomination mailers, scheduling events, preparing certificates and presentations, and overseeing certificates and rewards distribution.
- Conducting weekly employee induction programs for new joiners to ensure a smooth onboarding process. Provided comprehensive information on performance management and review cycles, resulting in improvement in new employees' understanding of business objectives and company's culture and ways of working.
- Actively collaborated with senior HRBPs to align HR strategies with business goals, overseeing employee relations and offering guidance to address conflicts or inquiries.
- Contributed towards employee engagement programs and team building activities for employees, driven the program single handedly for South Asia region, starting from budget planning till execution of the event.
- Skilled at preparing employee communications like email communication, presentations, and social media posts, etc.
- Well versed with workday the people management tool in provided regular support to the enterprise in resource management and financial management.
- Engaged in cross-functional collaboration with IT, Operations, and Administration teams to implement enhancements in learning modules, coordinating necessary logistics for various programs.

Lead Support for I&D Initiative in South Asia

- Driving the Inclusion and Diversity program within the organization and collaborating with the leadership team to design the plan of action on yearly basis.
- Forming employee resource group to drive the initiative, quarterly check on the progress and driving the initiative.
- Maintained consistent communication with employees to foster year-round engagement and strategically budgeted for rewards, ensuring sustained motivation for continued contributions
- Played a key role in achieving organizational Inclusion and Diversity (I&D) goals, aligning with global standards and best practices

Colive

Bangalore, KN, India

Engagement Marketing Manager and HR Admin

Sep 2021 - May 2022

- Increased social media engagement by 30% through developing and implementing content strategies focused on sharing relevant ideas about upcoming trends. Amplifying reach and engagement from customers.
- Successfully negotiated and secured corporate tie-ups with 5 leading companies, resulting in the introduction of 3 value-added services for the company's customers.
- Streamlined event management processes by implementing a comprehensive system for budgeting, vendor management, on-ground execution, and claims/reimbursements, resulting in a 50% increase in efficiency and active engagement.

IBT INSTITUTE PVT. LTD

Balasore, Orissa, India

Business Development Executive

May 2018 - Jun 2019

- Handled clients and provided them with suitable solutions. Negotiated with clients to secure the most attractive prices.

- Reviewing client's feedback and implementing necessary changes. Determining future scopes and possibilities for business expansion.

PROJECT EXPERIENCE

Kantar

Kantar X Grow Tree

To meet the CSR objective of the organization Kantar has collaborated with Grow Tree foundation who is responsible to plant tree by the name of Kantar employees and share certificate with unique identification code. Ended up planting more than 600 trees in a year and continues to grow further.

EDUCATION

Ravenshaw University

Master of Commerce, specialization in Marketing, 82%

Cuttack, ODI, India

Jun 2021

FM University

Bachelor of Commerce, specialization in Accounting,

Balasore, ODI, India

Jun 2018

Army Public School

CBSE, ISC XII, Commerce 80%

CBSE, ISC X, 72%

Sukna, Darjeeling, India

2015

2013

SKILLS

Learning and Development, Strategic Thinking, Change Management, Communication, Leadership, Emotional Intelligence, Stakeholder Management, Innovation, Project Management, PowerPoint, MS office, MS Teams and Outlook, Microsoft 365, MS Excel, Etc.