

# ROOPIKA NAGAR

## Human Resource



Dynamic and Responsible HR Generalist with working experience in a Fashion Company and a Recruitment & Training company while directly supporting the Directors and Founders in daily HR activities. Synergized experience with both the Start-ups while Supporting thoroughly to build the foundation in terms of structuring HR System.

Having multitasking abilities in HR Operations, benefits administration, full staffing/recruitment, employee relations, marketing & strategy, designing training modules, Organizing and Conducting Campus recruitment drives, advertisement designing, staff development, drafting and issuing HR related documents / policies /rules.

I am a people oriented professional with problem solving-skills looking for a growth oriented career in an organization where I would like to be known for my values and performance towards organizational growth.

## Contact



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Gauteng  
Johannesburg  
South Africa

## Education

### ● Masters in Business Administration - HR 2004 - 2006

Prestige Institute Of Management  
JlWaji University, Gwalior  
M.P. India

### ● Bachelors Of Commerce 2001 - 2004

KRG College  
Gwalior, M.P.

## Language

Hindi Native Language

English

## Work History



### HR BP

**Style Yard Co ([www.navieo.in](http://www.navieo.in))**

**August 2023 - Present**

- Collaborate with senior management on HR Strategies and HR Operations
- Provided insights on HR trends to support business Objectives
- Handled effectively complete process of Talent Management, Performance Management.
- Develop and execute recruitment strategies for full-time roles and interns.
- Manage the entire recruitment process including job postings, screening, interviewing, and selecting candidates.
- Post job openings on various portals like LinkedIn, Internshala and others.
- Coordinate and conduct onboarding sessions for new hires.
- Address and resolve employee concerns and conflicts in a timely and effective manner.
- Ensure compliance with company policies and employment laws.
- Oversee all HR processes from onboarding to exit, including:
  - Onboarding: Complete documentation, orientation, and integration.
  - Performance reviews and promotions.
  - Handling resignations and terminations.
  - Conducting exit interviews and managing offboarding procedures.
- Coordinate HR activities and ensure alignment with the main company's HR strategies across all franchises.
- Provide support and guidance to franchise HR teams on best practices and policies
- Bridging and maintaining harmony between the employees and management.
- Suggesting them to improve employees productivity as and when required.

# Core Skills

- Talent Acquisition
- Onboarding
- Grievance Hamdling
- Team Leadership & Motivation
- Confedentiality & Fairness
- Critical thinking
- Mediation and Persuasion
- Verbal & Written Communication
- Relationship Building & Conflict Resolution

## Freelancer

2009 - 2023 July

INDIA / JOHANNESBURG

- Training and Counselling.
- Yoga and Meditation
- Creative Projects
- Conduct and Organize Art and Hobby Classes.
- Dance and Play Choreography (Classical, Semi-classical and Bollywood)
- Craft (Hand Puppet making, Best out of waste projects, Personalized mug making, Book Marks, Card making for different occasions, Paper bags etc.)
- Water Color, Acrylic, Crayons and pencil shading & sketching.
- Basic reading and writing skills.
- Conceptual Learning.

## Corporate Head - HR

Jan 2020 - Dec 2020

Intelletual Resource Training Pvt. Ltd.

- Performed full cycle recruitment duties.
- Lateral and Campus recruitment.
- Training and Induction programs
- Counseling employees and New inducts
- Data and records Management, Pay and remuneration of employees
- Appraisals and Feedback
- Resource related Advertisement, Maintaining Employee Communication Channels
- Employee orientation and growth plans, Career progression and development plans
- Handling Employee Grievances and Complaints
- Instructed senior leaders on appropriate employee corrective steps.
- Distributed employee engagement surveys to identify areas of improvement.
- Updated training processes by reviewing existing documentation, leveraging feedback from associates and working with legal and compliance teams.
- Reduced process gaps while supervising employees to achieve optimal productivity.
- Identified and implemented appropriate strategies to increase employee satisfaction and retention.
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Devised hiring and recruitment policies for 100 -employee company.
- Liaised between multiple business divisions to improve communications.
- Structured compensation and benefits according to market conditions and budget demands.

## CPR Course

June 2022

Resuscitation Council Of Southern Africa

Certification no. -30492

## Bachelor Of Arts

Jan 2020 - Dec 2020

Kathhak - Classical Form Of Indian Dance

Khairagarh University, Gwalior, M.P. India

## Yoga Instrutor Certification

Jan 2020 - Dec 2020

Vivekanand Needam, Gwalior, M.P. India

## Professional Relevant Skills

- Passionate about helping people succeed; excellent team player who also works well independently and efficiently.
- Good understanding of human resources principles.
- Proficient in Microsoft Office programs, including PowerPoint, Outlook, Canva, Ms Office.

## Hobbies and Interests

- Holistic Living and learn more about it.
- Always keen for DIY's, Art and craft, Dance and Music.
- Baking and experimenting with different cuisine.
- Avid reader of Fiction, Romance , anthology of Short Stories, Poetry, Hindi Literary Fiction .
- Admiration for Antiques and art pieces.
- Zumba and learning more about effective meditation.