

I am good

Work Experience

Sana Puri

Human Resources Business Partner

Contact: www.linkedin.com/in/sana-puri-31452218

Top Skills: Human Resources, SQL, Java

Summary:

Result-oriented Human Resource Professional with experience across Insurance, IT, and Fin-tech industry. Have experience across multiple areas in HR like HR business partnering, talent acquisition, employee relations, and talent management. Keenly focused on pursuing excellence and learning the most from everything I put my hands and mind on.

Experience:

PhonePe

Human Resources Business Partner

September 2021 - Present (1 year 6 months)

Bengaluru, Karnataka, India

National HRBP for the offline sales - Key Accounts vertical at PhonePe

Enabling Key accounts business end to end on all HR aspects with key focus on talent management, talent onboarding, and employee experience

prashantrayamajhi85@gmail.com

9840168144

Thankot

Education

I am studying

Activities

I've got bike license

OYO

HR Business Partner

January 2019 - September 2021 (1 year 10 months)

Gurgaon, Haryana, India

HRBP for North/East Regions and Corporate

Scaling up regional team manpower, managed 250+ employees belonging to business development, operations, sales, and transformation profile domains

Partnering with city business heads on end to end employee lifecycle planning various initiatives to enable achieving business AOP

Setting up new joiner induction and onboarding program with emphasis on buddy program

Performance management by ensuring performance reviews, confirmation, goal setting, PIP and flagging any performance related issue

Initiating and driving campus hiring in order to meet hiring numbers planned as per the AOP

Ensuring smooth transition in case of IJPs, internal transfer & at the time of exit ensuring smooth relieving process for employees

Employee engagement with team level connects and one on one connects with employees and addressing people queries and grievances

Driving city wise engagement initiatives like townhalls, R&R, training sessions, wellness sessions, round tables, and contest launch

Develop and implement competency based interviewing approach, also designed, developed and implemented interviewer training sessions

Managing all employee grievances and compliance related cases and ensuring appropriate consequence management

Liaisoning with COEs like shared services, payroll, learning and development, talent acquisition to ensure positive employee experience

Gap Inc.

HRBP | L&D

September 2017 - January 2019 (1 year 5 months)

Hyderabad Area, India

Talent Acquisition (IT, Non – IT Roles)

Plan, define and set up the onboarding plan for the new hires, designing content and standardizing the execution

Design and manage end to end campus hiring process

Design, manage & handle recruitment drives by collaborating with service providers, vendors, in house recruiters and business teams

Business partnering with leaders & hiring managers to understand manpower plan & align on hiring priorities

HRBP – TechOps

HRBP for the growing team of 100 employees belonging to Devops shared services, automation, networking, release and cloud engineering domains

Partnering with business and collaboratively solving problems to ensure efficient functioning of the service line

Employee engagement with team level connects and one on one connects with employees and addressing people queries and grievances

Design, draft, implement and communicate various HR Policies and Processes

Setting up prevention and redressal of sexual harassment function by setting Internal committee, on-boarding external IC member, conducting training

Assisted leaders in areas of talent management, succession planning, employee recognition & plan quarterly all hands for the function

Learning & Development

Setting up the L&D function and devising the learning agenda for all employees

Promoting and socializing the use of the online learning management system

management system

Defining partners and programs for learning and devising learning

Skills