

NIDHI GUPTA

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SUMMARY

HR generalist with 7 years' experience

- HR practitioner with 7 years of experience in **Training, Recruitment, Consulting, PMS & Employee relations**
- Worked with top retail brands including **MORE** and **PANTALOONS** handled a workforce of 500+ across multiple stores
- Self-driven, motivated and keen to take ownership to achieve organizational goals
- Ability to work under pressure and to think and act strategically to achieve win-win outcomes
- Ability to understand people issues and help them resolve effectively
- Proven track record of supporting senior management and assisting teams in a challenging business environment

Competency Areas

Recruitment & Selection ❖ Training & Development ❖ Employee Engagement ❖ Performance Management System ❖ Employee Grievance Handling ❖ HR Operations

KEY PROJECTS

Performance Management

- Structured the performance management system in HANSA by aligning company targets and individual roles. Rephrased all the KRA/KPI and implemented from grass root level to top.

Attrition control

- Realignment of high performing associates to more challenging work environments with more responsibilities; to improve productivity and revenue. Also make the top performers feel strongly about their contribution to the organization

Restructuring of HR practices at NICSI in consultation with Ernst & Young

- Implemented business process re-engineering in close collaboration with Ernst and Young (E&Y) consultants

Large Scale "MORE" hyper market launches

- Handled end to end HR operations for the launch of 'MORE' mega stores in Mumbai and Delhi
- Worked effectively with a wide and diverse range of staff from varied cultures, fostering a cooperative work environment and managing HR activities under the prescribed budget while organizing resources and establishing priorities.

EXPERIENCE

Hansa Management Services Pvt. Ltd., Pune (Hansa Group)

May 2017 – Oct 2018

Assistant Manager HR

- Handled complete PMS across entities. (Tanzania, Kenya, Zambia, Dubai, India and South Africa)
- Responsible for Induction across all entities of Hansa
- Planned and executed employee engagement activities.
- Handled end to end recruitment.
- Played key role in making HR policies and Budget
- Managed travel desk at the supervisory level.
- Inspection of monthly MIS of HR

PANTALOONS FASHION AND RETAIL LIMITED (ADITYA BIRLA GROUP)

Apr 2015 – Jan 2017

Senior HR Executive

- Manage end to end HR operations at store level
- Coordinate with zonal team for process adoption by all the store employees
- Handle the complete employee life cycle from entry to exit
- Hiring and inducting front end staff
- Handle annual / monthly performance management and appraisals
- Impart training on retail operations
- Conduct employee engagement activities
- Manage payroll & perk

ISB GOLDMAN SACHS 10,000 WOMEN ENTREPRENEURSHIP PROGRAM**Jun 2014 - Mar 2015****Business Advisor - Freelance**

Assisted businesses run by women entrepreneurs in areas of growth, operations and HR. Some of the key clients were:

- An IT company facing the challenge of employee retention after merging
- A handicrafts company facing logistics challenge (high cost eating into profits) in shipping products
- An ayurveda company seeking help in creating a strong sales and marketing team
- An environment testing company, dominant player in Karnataka, planning for expansion in other states

ADITYA BIRLA RETAIL LTD.**Sep 2010- Aug 2012****Customer Support Manager- HR**

- Handled end to end bulk hiring of more than 500 employees. Imparted induction training in the launch of 'MORE' mega store in Navi Mumbai and Delhi.
- Imparted on job and class room trainings to the potential employees for next level promotions, across locations like Delhi, Mumbai, and Aurangabad.
- Managed complete store level HR functions from recruitment to exit
- Structured employee database and handled personal file management.
- Attended TTT (Train the trainer program) for SPARK- Specialized Program for Accelerated Retail K(C)areer.

NICSI (A Government of India Enterprise under NIC)**Jun 2009 - Aug 2010****Management Associate - HR**

- Restructured HR practices as per E&Y suggestions. Processes involved were recruitments, induction, attendance monitoring, performance management, employee training, payroll, employee engagement activities and change management
- Actively contributed to process optimizations and presented thoughts to the senior management for further implementation
- Mentored new members of the team on HR practices and processes.

EDUCATION**AMITY BUSINESS SCHOOL****Jul 2007- May 2009**

Master of Business Administration, Concentration in HR

SIR CHOTTU RAM INSTITUTE OF ENGINEERING AND TECHNOLOGY, MEERUT**Aug 2002- Jun 2006**

Bachelor of Technology, Major in Computer Science and Information Technology

ADDITIONAL

- BSI Certified Six Sigma, Green Belt
- Certified SPARK (Specialized program for Accelerated Retail K(C)areer) trainer of Aditya Birla Retail Limited.
- Chosen as the youngest member of the team to impart SPARK (Specialized program for Accelerated Retail K(C)areer) trainings by Corporate HR in all Hypermarkets – Aditya Birla Retail Limited