



WORK EXPERIENCE

Assistant Manager

Mahindra & Mahindra Financial Services Ltd

05/2018 - Present

Indore

Tasks

- Handling all life cycle of employees from onboarding of candidates, code creation, confirmation, transfer, exits, grievances.
- Responsible for timely completion of PMS, Employee Surveys etc.
- Responsible for all the training programs that's includes induction and initial behavior trainings for new joiners.
- Proficient in handling multiple HR software's as SAP HR, Success factors.
- Responsible for preparing multiple dashboard and to maintain different HR MIS's.
- Responsible for filing initial reports pertaining to disciplinary cases.
- Maintaining statutory compliances that's comes under S & E Act.
- Assisting managers to develop performance improvement plans for their respective teams.
- Coordinating with business manager for all manpower requirements and sourcing profiles from different platforms.
- Handling end to end recruitment from sourcing to on-boarding of candidates.

Trainee

Natures Velvet Lifecare Ltd

04/2017 - 06/2017

Hyderabad

Tasks

- Handled recruitment from sourcing, interviewing, screening and on-boarding.
- Pre-screening of candidates on the basis of project requirement for various profiles.

EDUCATION

PGDM - HR & Marketing

Institute of Management & Technology, Nagpur

06/2016 - 04/2018

Nagpur, Maharashtra

Bachelor of Technology - ECE

Jaypee University of Engineering & Technology, Guna

06/2011 - 06/2015

Guna, MP

SKILLS

Employee Life Cycle

PMS

Training & Development

Employee Engagement

Talent Management

Talent Acquisition

HRMIS

Recruitment & Selection

PERSONAL PROJECTS

Competitor analysis of various companies on incentive program

ACHIEVEMENTS

Awarded Gem in Q 2 FY 21 on "Accepting no limits" category

Star Performer in Q 4 FY 21

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Photography

Cricket

Badminton