

## NOOPUR MAURYA

E-Mail: noopurmaurya15@gmail.com Mobile: +91-9999157037

### HR Generalist with 4.8 yrs of expertise in *Manufacturing Sector*

- Manpower planning.
- End to End Recruitment & Hiring
- Joining Formalities of employees
- Thorough induction and orientation activities.
- Performance Management
- Co-ordination for OD interventions.
- Organization health diagnosis through ESS (Employee Satisfaction survey), suggestion scheme (Kaizen), and employee engagement programs (week celebrations, competitions) etc.
- Employee Engagement

#### SYNOPSIS

Manpower Planning

Recruitment & Hiring

Induction & Orientation

Employee Engagement

General Administration

MIS & Report Generation

Performance Management

- 4.8 years of experience of handling all HR related functionalities in a manufacturing industry.
- Possesses knowledge of core HR activities imperative to the successful implementation of People Processes.
- Enriched working knowledge of MS office with expertise in MS office Excel.
- Good Presentation skills.
- Good communication skills.

#### CORE COMPETENCY

Employee handling & PR ~ Analytical approach ~ **Ability to perform under pressure**, ~ Self-motivated, ~ Detail oriented and efficient with strong interpersonal skills ~ (Team worker) ~ **Creative in Conceptualizing & analyzing situations to find prompt solution**

#### CAREER SCAN

September'12-November'15: JBM Group, Gurugram, as Executive HRD

#### Accountabilities

#### HR Interventions

- Studying the major areas of attrition rate.
- Conducting Stay Interviews for the present candidates.
- Conducting Exit Interviews.
- Analyzing the areas of pain of employees and trying to resolve them by preparing action plan.
- Interviewing candidates on one to one basis.

#### Recruitment & Selection

- Screening of applicants as per the requirements in organization.
- End-to- end hiring and complete recruitment cycle for sourcing the best talent from diverse sources both external & internal.
- Scheduling and arranging interviews, joining formalities of trainees, monitoring performance & final deployment.
- Handling Preliminary rounds of HR interview in order to assess the candidate's suitability and salary negotiation.

- Offer negotiations with the selected candidates which involves salary negotiations, conducting psychometric tests of the perspective candidates, counseling them on compensation & benefits. Career path within the organization.
- Joining formalities and preparation of induction plan.

### **Induction & On boarding**

- Monthly induction/orientation plan for trainees/fresher.
- Weekly induction/orientation schedule for new joiner.
- Trainees quarter review & department allocation.
- Conducting the Induction/Orientation program for smooth transition of new entrants.
- Preparing the welcome note and circulate to all concerned and introduce the new entrants to all employees.

### **Training & Development**

- Conduct orientation sessions and arrange on-the-job training for new hires.
- Arrangement for ongoing technical training and personal development classes for staff members.
- Preparation of Training calendar.
- Develop and organize training manuals, modules and other educational materials.
- Evaluate instructor performance and the effectiveness of training programs.
- Documentation of Training records considering the requirement of regulatory bodies.
- Co-ordinate with various departments for training related activities.
- Prepare training MIS for department or organization.

### **Competency Management (For Staff)**

- Responsible for drafting Job Description for all positions in consultation with concerned department.
- Responsible for Designing of Technical Competency Framework for all positions which could be ready resource for Training Need Identification, Competence based recruitment, Hi - Pot Identification & other talent development Initiatives.

### **Skill Matrix (For Operators)**

- Responsible for updating skill matrix for all operators based on feedback received from Line supervisors.
- Responsible for formulating On Job Training Calendar for operators as per the gaps in Skill Matrix.
- Responsible for monitoring On Job Training Calendar on monthly basis.

### **Total Employee Engagement**

- Framing Event Calendar.
- B'day Celebration.
- Conducting Monthly Employee Relationship Meeting.
- Preparing the MOM and action plan to follow up on ERM.
- Arranging & coordinating SPORTS activities.
- Coordinating various meetings like open house.
- Organizing Activities for Quality Month & Safety week.

## **Performance Management**

- Responsible for tracking performance, productivity and quarterly assessment of employees.
- Ensure that KRAs/KPIs are updated on Smart, Measurable, Achievable, realistic and Timeline (SMART) criteria and also reviewed and updated by Functional & vertical Heads.
- Managing effective performance appraisal system; evaluating employees' performance and rating.
- Distributing appraisal forms, taking feed-back from appraisees & assessing performance levels using rating scales / ranking methods.
- Implementing increment policies, for many categories of employees based on their appraisal scores, market trends and past policies.
- Counsel, influence and motivate employees associated with performance issues.
- Conducting process effectiveness analysis through feedback surveys and devise new strategies to ensure impactful grievance handling.

## **Succession and Career Planning**

- Worked with team to develop Succession & Career Planning Tool by using 9 Box Potential performances Grid.
- Linkage with Annual Performance Process (Performance Leadership Process).

## **Organization Development**

- Responsible for administration of 360 Degree Feedback Survey based on Leadership Competencies for Professionals & Line Supervisors, including distribution of confidential feedback reports, analyzing the same & linking it with Individual Development Plan.
- Facilitate the process of IDP Formulation for Professional & Supervisory level employees.
- Involved in IDP Review Process with Senior Management.
- Conducted Leadership Competencies Awareness Campaign.

## **Reward & Recognition**

- Responsible for administration of Long Service Award and its flawless execution.
- Designed new Reward & Recognition policy to improve current system & increase the effectiveness.
- Started the concept of "THANK YOU CARDS" to motivate employees.

## **Policy Development & Implementation**

- Responsible for timely review of all HR policies as per plan.
- Responsible for creating awareness among employees regarding various policies.
- Responsible for developing training modules on different policies.

## **MIS/HRIS**

- Responsible for maintaining Recruitment & Training MIS
- Responsible for maintaining monthly head count data, attrition data, Training Man-hours data, etc.
- Responsible for sending various reports to Corporate like weekly HR Report, Head Count Report, Training updates, Attrition Report, etc.
- Responsible for updating Organization Chart on monthly basis

## **Accountabilities**

### **Performance Management**

- Drive and manage the development and implementation of company wide performance management systems.
- Establish key metrics to accurately define the competencies and skills required for each role/department within the organization along with individual performance mapping to set-up the KPI framework
- Developing and conducting training's and workshops to ensure that all performance management systems are accurately understood and exercised
- Conduct regular performance appraisal exercises and workshops for middle to senior level management
- Manage organizational performance levels by exercising performance improvement plans to individuals, teams as and when necessary through systematic identification systems
- Providing ongoing support to ensure that performance management systems are being used to effectively manage operations work processes and individual performances and to identify and manage operational risks
- Review and improve existing performance management systems and staff motivation/development plans
- Lead relevant adhoc Performance Management or HR projects and initiatives

### **Training & Development**

- Identify training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers.
- Design and expand training and development programmes based on the needs of the organisation and the individual.
- Work in a team to produce programmes that are satisfactory to all relevant parties in an organization.
- Consider the costs of planned programmes and keep within budgets.
- Monitor and review the progress of trainees through questionnaires and discussions with managers.
- Produce training materials for in-house Trainings.
- Create deliver a range of e-learning sessions like videos etc.
- Manage the delivery of training and development programmes.
- Ensure that statutory training requirements are met.
- Evaluate training and development programmes through surveys & feedbacks.
- Keep up to date with developments in training by attending relevant courses.

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### **Highlights:**

- An astute HR professional with knowledge, undying zeal for excellence, understanding of subjects like Balance Score Cards, Succession Planning, Career Growth Planning.

- Two years full time MBA (HR) from Institute of Business Research & Management, Gurgaon (Approved by AICTE) (2010-2012).
- Three year full time bachelor degree in Science (B.Sc.) from Lucknow University (2007-2010), Lucknow.
- 10+2 in Science stream (Biology) from Rani Laxmi Bai School, (Affiliated to C.B.S.E), Lucknow.
- 10<sup>th</sup> from Red Rose School (Affiliated to C.B.S.E), Lucknow .

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**SUMMER INTERNSHIP**

**Organization:** Hindustan Aeronautics Limited (Lucknow).  
**Field:** Human Resource  
**Topic:** Training & Development.

**RESEARCH & ASSIGNMENTS UNDERTAKEN DURING THE COURSE:**

- Study on Employee Retention through Effective PMS (Performance Management System)

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**IT SKILLS**

Well versed with:

- Microsoft Office (Word, PowerPoint, Excel (spread sheets & pivot), Access, Basics of HTML.
- Lotus Notes 8.5, Microsoft Outlook, MS Office.
- SAP modules-HR module.

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**ACHIEVEMENTS**

**Sports:**

- **Participated** in Chess & Badminton at college level.

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**PROFESSIONAL SKILLS**

- **Good Speaker**
- **Interpersonal skills:** Ability to work with range of people from diverse background and culture.
- **Flexibility:** Ability to handle changes effectively.
- **Good Learner**
- **Smart Worker**

PERSONAL DOSSIER

**DOB** : 15/06/1990  
**PERMANENT ADDRESS** : Maurya Sadan, House No-A 107,  
 Gali No-4, Dinpur Extension,  
 Najafgarh, New Delhi-43

DECLARATION

I hereby declare that the information given here is correct to my knowledge and I will be responsible for any discrepancy.

**Place: New Delhi**

**Noopur Maurya**