

AASKIE MALHOTRA**Phone: +91-11-42181001(Resi); 9650187011 (M), E-mail: aaskie@gmail.com****Professional Summary:**

- Total experience of eight years, out of which for 6 years, my role and responsibility covered multiple tasks related to Human Resources Management and Welfare and General Administration
- Experience in evolving systems and processes to assist senior management and Unit Level managers in tracking and measuring performance of individuals/units
- Match staff and positions, provide timely feedback through appraisal of competencies and ensure a fair and equitable system of using feedback for promotions and incentives
- Create enabling environment and manage processes to facilitate finalization of individual/unit level work plans to align and contribute towards various business services and solutions that the organization need to provides to its clients
- Ensure creating harmonious relationship among team members and help to articulate personal aspirations and career plans
- Experience in employees' relationship management to continuously strive towards congenial working environment
- Demonstrated success in planning and implementation of comprehensive employees interaction and team building events
- Result oriented professional, specializing in HR planning, coordination with Finance and other corporate services and solution providers
- Currently strengthening skills and competencies to conduct in-house orientation, team building and induction related training events

Areas of Exposure, Competencies and Skills

- HR Policy Execution, Performance Management, Team Management, Induction, General Administration, Vendor Management, Travel & Logistics Support, Recruitment, People Management, Proposal Analysis
- Strong Business Acumen
- Excellent communication and presentation skills
- Excellent problem solving ability
- Perseverance towards achieving perfection in every task assigned
- Knowledge driven and very quick learner of new tools, behavior patterns, systems and processes
- Strong relationship management skills
- Ability to visualize and implement new ideas
- High Level of orientation towards skills, knowledge, personal qualities and behaviors

Experience

Manager, Corporate HR
2019 (2 Years)
Webpix Consultancy Private Limited

January 2017 – January

Human Resource Management:

- Effectively coordinate and advise on actions relative to the administration of human resource activities, e.g., recruitment, placement, promotion, performance appraisal, separation of staff members, training etc., for Delhi and Mumbai Offices ensuring consistency in the application of rules and procedures.
- Define conditions of service, duties and responsibilities
- Provides guidance and leadership to the new staff and other personnel in the office
- Analyze and plan manpower requirements
- Obtain employees' feedback to identify and address staff related issues in consultation with the Directors
- Conduct motivational and stress busting events and programmes
- Coordinate with the accounts department related to salary, incentives, leave, benefits and entitlements.
- Keep track of employee's performance and take corrective steps in consultation with the Directors

General Administration:

- Coordinate activities related to procurement of goods, travel programmes and process payment to vendors and staff for final payment by the Accounts Unit
- Review adequacy of office space requirements and organize sitting arrangements
- Identify needs for office equipment and maintenance and coordinate enhancements as necessary.
- Develop and maintain good working relationships both internal and external
- Performs other related work as required.

Results Achieved:

From Delhi Office, apply and use specialized expertise with respect to a range of human resources management and general administrative management tasks for both Delhi and Mumbai offices. Use initiative to resolve problems/identify exceptions which may arise from time-to-time to ensure smooth functioning of business operation.

Senior HR Recruiter
months)

March 2014 - November 2016 (2 years 8

HoiPolloi Job Solutions, Noida

- Manage selection and recruitment processes for various clients
- Manage business processes electronically for identification and placement of candidates at various levels both technical as well as managerial
- Customer relationship management, enhancement of brand value through appropriate communications channels and social media networks
- Strengthen and manage relationship for business development processes both with the client organisations as well as potential candidates through effective oral and written communication;
- Supervise HR team
- Provide support to the Manager in carrying out intensive search from the internal and external databases, undertake job matching based upon key selection criteria as per

job descriptions received from the clients' organisations and provide matching resumes of the potential candidates;

- Prepare and submit list of short-listed candidates, submission with resumes to the clients', organise interviews and make final selection/placements within agreed timelines;
- Use planning and people management , monitoring/tracking of entire business cycle skills through use and access of various resources
- Smart management of big data and relevant HR related information for efficient and effective use for day-to-day routine operations as well as in information sharing, status reports, tracking, follow-ups and routine decision making;
- Coordinate general administrative tasks such as billing, tracking receipt of payments, follow-ups, etc.

HR Executive
months)

September 2010 - March 2012 (18

Trident Techlabs Pvt. Ltd., New Delhi

- Manage recruitment and selection processes for filling up of technical and non-technical posts
- Manage employees contracts, leave and travel
- Manage and update databases of candidatures

Internship
months)

November 2009 - January 2010 (3

United Nations Development Programme – Procurement Unit

- Understand policy, procedures, processes and practices related to procurement of goods and services
- Set up structure for maintaining and updating vendors databses

Student Counsellor
months)

April 2009 - August 2009 (5

RCHE Overseas Higher Educations Pvt. Ltd., New Delhi

- Share information related to post graduation technical courses with potential candidates
- Manage and keep track of processes for timely finalization of admissions and post admission processes
- Assist in conducting examinations at the approved Centres

Trainee
2009 (9 months)

April 2008 - January

National Institute of Applied Management, New Delhi

- Share information related to various graduation and post-graduation courses with potential candidates
- Manage and keep track of processes for timely finalization of admissions and post admission processes
- Assist in conducting examinations at the approved Centres

Education

Executive MBA (HR)
IMT, Ghaziabad

June 2017

Research Project

Objective: Performance Appraisal Management & Development at UN/World Food Programme (WFP)

Bachelor of Arts Degree in Social Science
November 2009

Certification and Other Skills

Basic Level French Language Course from Alliance Francaise de Delhi
05/07-08/2009

One Year Diploma in Information Technology (DIT) July
2006

Seven months Airline Diploma including Galileo CRS Training and
Document Production from Kuoni Academy of Travel
05/06-11/2006

Interview skills enhancement short-term course from the British Council
10/12-12/2012