

PERSONAL STATEMENT

A meticulous and motivated HR professional with a MSc in Human Resource Management and Organisational Analysis and CIPD accreditation (Level 7), seeking an opportunity to work as an HR Executive in a meritocratic and collaborative HR department. Adept in assisting with the recruitment of employees and the management of existing employees. Successfully trained 30 teachers during the COVID-19 pandemic to implement structural changes and shift to online methodologies in less than 2 weeks. Exceptional interpersonal and communication skills to connect with business leaders, stakeholders, and team members.

WORK EXPERIENCE

CONNECTIONS PODCAST DIRECTOR

October, 2021 - September, 2022

King's College London, London, United Kingdom

- Led a committee of 8 people to develop a podcast series, 'Connections Podcast' to make business ideas accessible to a wider audience.
- Conceived, developed, and presented the podcast episodes with clear and concise written and verbal communication skills.
- Strategically designed and implemented digital communication strategies to build a network of business leaders, relevant government officials, stakeholders and the public to appear on podcast episodes; therefore, capturing personal stories that highlight the issues and ideas shaping the economy and society.
- Significantly improved the production of podcast episodes by 75% and 67% increase in listenership through multi-media engagements.
- Connections Podcast Link: <https://open.spotify.com/show/7qggsnEc2H7UtqoCuupxgW>

HR ADMINISTRATOR

January, 2020 - August, 2021

Chickar International School, Bareilly, India

Responsibilities include handling recruitment, admissions, managing training programmes, daily accounting, establishing new policies and marketing.

- Managed employee data on Microsoft Excel for over 75 teachers, including personal information and payroll records.
- Handled employee complaints, concerns, and personal matters with confidentiality and professionalism.
- Enhanced employee job satisfaction substantially by conducting periodic reviews and coordinating communication between administration and teachers.
- Maximised staff productivity during COVID-19 by proactively training 30 employees to enable structural changes and shift to online methodologies, learning platforms and management systems
- Lead the admissions process for the Academic Year 2021-2022.
- Led the CIS Events Team to organise and execute the events for the Academic Year 2020-2021 on online platforms. Successfully conducted the CIS flagship Annual Inter School Cultural Festival 'Joie de vivre' with 80 participants from the top 8 schools across North India.

HR INTERN

June, 2021 - July, 2021

Hexagon, Gurugram, India

- Attracted candidates through headhunting via job portals including LinkedIn and Naukri.com.
- Updated HRIS databases and prepared organisation documents to be shared with candidates during campus hiring and online interviews.
- Ensured that all candidates interviewing with Hexagon had completed the online employment application and pre-employment process (i.e., background check, reference check and drug screenings) etc.
- Assisted in the recruitment of 4 entry-level employees and 2 software developers.

MANAGING DIRECTOR ASSISTANT

August, 2019 - December, 2019

Chickar International School, Bareilly, India

- Assisted and advised the Managing Director on the operations and people management of a staff of over 100 employees.
- Created and published content on the social media platforms on behalf of CIS.
- Used effective time management and task prioritisation to ensure necessary administrative duties were completed within allotted timeframes.
- Managed the administration of the new kindergarten branch 'Pilipalas by CIS'.

RESIDENCE LIFE MENTOR

September, 2018 - April, 2019

‘Residence Life’ Programme, The University of Sheffield, Sheffield, United Kingdom

- Managed and supported 180 first-year Chinese students through effective communication, community building activities and one-on-one support.
- Maintained student records for 180 students on Microsoft Excel.
- Collaborated with a team of 25 mentors to track the progress of students and solve problems to enhance student welfare services.
- Attained 91% score in the ‘End-of-Year’ survey and awarded the ‘Outstanding Residence Mentor Award’ for employing the best student welfare practices on campus.

HR INTERN

June, 2018 - August, 2018

Pioneer Book Co. Pvt. Ltd., Mumbai, India

- Assisted the Recruitment Manager with shortlisting, hiring and training of an Editorial Assistant and 7 entry-level employees.
- Assisted with general administration, including answering phone calls and responding to emails.

EDUCATION

Course	Educational Institution	Key Modules	Degree Classification / Overall Result	Course Duration
MSc Human Resource Management & Organisational Analysis	King’s College London, United Kingdom	Globalisation & Employment, The New Workforce Challenges, UK Employment Legislation, High Performance & Employee Wellbeing	2:1	September, 2021 - September, 2022
CIPD (Level 7)	Chartered Institute of Personnel & Development	Strategic Employment Relations, Advanced Diversity & Inclusion, Managing People in an International Context, Business Research in People Practice	Pass	October, 2021 - October, 2022
BSc Psychology	The University of Sheffield, United Kingdom	Social Psychology, Occupational Psychology, Psychological Research Methods, Cognitive Psychology	2:1	September, 2016 - April, 2019

SKILLS

- Strong Communication & Interpersonal Skills
 - Persistent Problem-Solver
 - Leadership Skills
- Strong Attention to Detail
 - **Languages:** English, Hindi and Spanish (Intermediate)
 - **Software:** MS Excel, Word & Powerpoint, Workday, PeopleSoft, LinkedIn Sales Navigator

VOLUNTEERING & ACHIEVEMENTS

- Completed an Online Certificate Course: ‘LinkedIn Sales Navigator: LinkedIn’s tool for B2B Sales’ from Udemy (November, 2021).
- Completed Common Purpose Programme: Global Leader Experience London 2021 at **King’s College London** (November, 2021).
- Student Ambassador, at **King’s College London** (October, 2021 - September, 2022).
- Started a Literacy Initiative: ‘अब (Now) We Learn’ at **Chickar International School** (August, 2020 - Current).
- Completed an Online Certificate Course: ‘Leadership Principles’ from **Harvard Business School Online** (March, 2021).
- Completed an Online Certificate Course: ‘The Manager’s Toolkit: A Practical Guide to Managing People at Work’ from **University of London** (March, 2020).
- Social Secretary, Sheffield Volunteering Committee at **University of Sheffield** (September, 2018 - April, 2019).
- Course Representative, Department of Psychology at **University of Sheffield** (September, 2016 - April, 2019).