

PERSONAL STATEMENT

A motivated HR professional with an MSc in Human Resource Management, CIPD accreditation (Level 7), and hands-on experience as an HR Generalist in a magic circle law firm. Proactive and results-driven, adept in performance and salary reviews, employee life cycle management, and employee engagement, showcasing exceptional interpersonal skills, fostering strong connections with stakeholders, business leaders, and team members. Successfully spearheaded the global transition of HSF from HR.Net to Workday within a 1-month timeframe. Committed to driving HR excellence and contributing to organisational success through innovative solutions.

WORK EXPERIENCE

HR GENERALIST

August, 2023 - Present

Herbert Smith Freehills, London, United Kingdom

- Act as the the primary point of contact for all employee inquiries, providing a general advisory service across the organisation.
- Play a key role in supporting the end-to end employee life cycle by offering administrative assistance to HR Business Partners and broader HR Team.
- Support the Annul Performance, Salary and Bonus Review by attending talent sessions, data checking and letter production.
- Conduct ad-hoc New Joiner Chats, Parental Chats and Exit Interviews and provide support on ER related issues, such as disciplinarians and redundancies.
- Manage the firm's benefits and wellbeing fund portal, overseeing the annual elections process, and co-ordinating with the Payroll and Benefits team to implement benefit choices.
- Assist with the Annul renewal of SRA Practicing Certificates, ensuring compliance and timely renewals for all eligible staff.
- Successfully revitalised the HSF Global Intranet within 1 month, demonstrating meticulous attention to detail and a clear understanding of the firm's policies.
- Successfully coordinated the the March 2024 bi-annual General Trainee Induction for 33 participants, arranging training materials, feedback collection and collaborating with the Learning and and Development team for positive client experience.

RECRUITMENT COORDINATOR

February, 2023 - July, 2023

West London College, London, United Kingdom

- Managed end-to-end recruitment processes, sourcing, screening, and interviewing candidates.
- Proficiently managed and maintained company's ATS, ensuring up-to-date candidate records for streamlined hiring.
- Drafted compelling job descriptions and advertisements to attract top talent, promoting inclusivity and diversity within the organisation.
- Cultivated strong candidate relationships with efficient interview scheduling, prompt updates, and feedback, ensuring a positive experience.
- Ensured meticulous paperwork adherence to meet GDPR requirements.
- Developed accurate recruitment reports, enabling data-based decision-making for the HR team.
- Successfully led 91 recruitment campaigns, resulting in 69 successful hires, achieving an overall 76% conversion ratio.
- Streamlined the recruitment process, reducing the average time to hire from 29.6 days in February 2023 to 24.7 days in July 2023.
- Organised and participated in job fairs and recruitment events to attract potential candidates and strengthen the company's talent pipeline.

HR ADMINISTRATOR

August, 2019 - August, 2021

Chickar International School, Bareilly, India

- Proficiently managed various HR administrative tasks, including employee data management, payroll processing, and personnel records for 100+ employees, ensuring accuracy and confidentiality.
- Executed successful recruitment and onboarding processes, including sourcing qualified candidates, coordinating interviews, and facilitating seamless integration into the company culture to meet staffing needs
- Handled employee relations, addressing concerns, and resolving conflicts with professionalism and discretion.
- Enhanced employee job satisfaction substantially by conducting periodic reviews and fostering effective communication between administration and teachers.
- Successfully maximised staff productivity during COVID-19 by proactively training 30 employees, enabling seamless transitions to online methodologies, learning platforms, and management systems.

Hexagon, Gurugram, India

- Attracted potential candidates through headhunting via job portals including LinkedIn, Workday and Naukri.com.
- Assisted in the organisation of the 'Virtual Early Careers' event, contributing to the success of campus hiring and online interviews.
- Updated HRIS databases and prepared essential organisational documents for candidate communication.
- Verified completion of the online employment application for all candidates, ensuring a streamlined recruitment process.
- Conducted reference checks promptly to assess the suitability of candidates for the organisation.
- Assisted in the recruitment of 4 entry-level employees and 2 software developers.

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

- Assisted the Recruitment Manager with shortlisting, hiring and onboarding of an Editorial Assistant and 7 entry-level employees.
- Assisted with general administration, including answering phone calls and responding to emails.
- Actively contributed to the planning and implementation of employee engagement programs and events. Provided creative ideas to cultivate a positive work culture and boost employee morale.
- Assisted in organising training sessions for employees, addressing various professional development needs.

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	1st Class	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
 - Analytical Skills
 - Strong Attention to Detail
- **Languages:** English, Hindi and Spanish (Intermediate)
 - **Softwares:** MS Excel, Word & Powerpoint, LinkedIn Sales Navigator
 - **HR Softwares:** Workday, PeopleSoft, SAP, Reed, FindAJob, FE Jobs, LinkedIn Recruitment

VOLUNTEERING & ACHIEVEMENTS

- Collaborated with UK Jobs Insider as the *inaugural feature of their 'Ask an HR Series,'* providing valuable insights to aspiring HR professionals (February, 2024).
- Completed an Online Certificate Course: *‘LinkedIn Sales Navigator: LinkedIn’s tool for B2B Sales’* from Udemy (November, 2022).
- Completed *Common Purpose Programme: Global Leader Experience London 2021* at King’s College London (November, 2021).
- *Connections Podcast Director*, King’s Business School 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).