**Urvashi Bagga**

61, Parmanand Colony, near Delhi University

New Delhi

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Aspiring towards a fulfilling career in Human Resources where I can constantly learn new skills along with applying my existing skill set and aptitude to align people process in consonance with business objectives and value system of the organization for maximum mutual benefit.

***Executive Summary***

HR Professional with three years of progressive experience in Human Resource Management entailing

Manpower Planning ,Talent Acquisition, On boarding & Orientation, Training & Development, Rewards & Recognition.

* Currently associated with **R3 naturals –A luxury Hotel Spa Chain** as **AM- Human Resource.**

* Ability to effectively work, communicate, partner and manage stakeholders at all levels within the organization.
* Understand the organizational dynamics and apply knowledge to resolve problems.
* Committed, dynamic, passionate, go-getter, & team player with managerial and execution capabilities

***Employment Scan***

**R3 Naturals Pvt. Ltd : July 2016 to till now**

Role: AM-Human Resources

Reporting to: Director and Business Head .

**Job Responsibilities:**

Recruitment & Selection

* Understanding manpower requirement and drafting the job description. Recruitment  for Various Departments at lower level, middle level & senior level through Job Portals like Naukri.com, monster.com & timesjobs.com.
* Recruitment through advertisements, referrals & consultants.
* Conducting the initial round of interviews for sourcing the right candidate.
* Preparing recruitment MIS and keeping track of monthly recruitment expenses.
* Handled recruitment’s for all levels, Entry, Middle level and Senior Level
* Conducting telephone and Personal interviews in coordination with departmental heads
* Communicating the employment status to the shortlisted candidates.
* Maintaining & updating the database of the candidates.
* Doing background verification by contacting the references provided

**Induction & Orientation**:

* Conducting induction programs for new joinees.
* Welcoming the new Employees to the organization and introducing them to various departments.
* Explaining the Organization's policies and procedures.
* Issuing Appointment letters, agreement letters and closing the joining formalities
* Responsible for sitting arrangement, office E-mail id, creating Biometric attendance code & ID card, maintaining of Personnel File.

**Employee Engagement:**

* Understanding employee’ concerns through, counseling and escalate to appropriate levels and ensuring resolution of the concern.
* Infusing motivation and energizing employees through various employee engagement initiatives like: Festive day Celebrations, Annual Day, Birthday Celebration and Anniversary Celebration.
* Guiding and explaining the employees the company policies and various benefits to which they are entitled.
* Organizing & Arranging events Like Monthly parties, birthdays and other occasions.

**Paharpur Business Centre:** Nov 2014 to April 2016

Role: Executive-Human Resources

Reporting to: Head– Human Resources.

**Job Responsibilities:**

Recruitment & Selection

* Understanding manpower requirement and drafting the job description. Recruitment  for Various Departments at lower level, middle level & senior level through Job Portals like Naukri.com, monster.com & timesjobs.com.
* Recruitment through advertisements, referrals & consultants.
* Conducting the initial round of interviews for sourcing the right candidate.
* Preparing recruitment MIS and keeping track of monthly recruitment expenses.
* Handled recruitment’s for all levels, Entry, Middle level and Senior Level
* Conducting telephone and Personal interviews in coordination with departmental heads
* Communicating the employment status to the shortlisted candidates.
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**HR Operations:**

* Responsible for drafting various letters like Offer Letter, Appointment Letter, Confirmation Letter, Experience Letter, Contract Letters etc & Set Employees JD.
* Prepare Organization Chart (OC)
* Handling Resignation, Exit Interviews & other related matters.
* Maintain MIS report, Recruitments, Attritions, Activities, & Offer/Joining Report.
* Developing job descriptions and employee performance plans.
* Selection of right people by implementing appropriate selection process.
* Holding performance development discussions

**Training & Development (T&D):**

* To Collect the Training Need Identification from all departments.
* Supervise and execution of training activities.
* To evaluate training effectiveness with a formal feedback sessions.
* Taking the HR policies for the new joiner.
* Handling documentation of the new joined employees
* Obtaining trainees feedback for determining the effectiveness of training.

**Employee Engagement:**

* Understanding employee’ concerns through, counseling and escalate to appropriate levels and ensuring resolution of the concern.
* Infusing motivation and energizing employees through various employee engagement initiatives like: Festive day Celebrations, Annual Day, Birthday Celebration, Anniversary Celebration, Sports Day Celebration, Picnics.
* Guiding and explaining the employees the company policies and various benefits to which they are entitled.
* Organizing & Arranging events Like Monthly parties, birthdays and other occasions.

**Previous Employment**

* Worked with **Futures HR** as HR–Executive (Talent Acquisition)From May’13 to Jan’14.
* Worked with **Shantha Biotech** as HR-Executive from Jan’11 to Mar’12

***Academic background***

An MBA with specialization in Human Resources and Marketing from NDIM and a graduate from Delhi University.

***Personal Details:***

Father’s Name : Ramesh Chander Bagga

Nationality : Indian

Languages : Hindi and English

Current CTC – 24000 including PF and rent allowance .

Notice Period – ASAP.