

## **Kriti Mishra**

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**OBJECTIVE: To build a career with diligence and commitment where I would leverage my abilities, interest and knowledge into productive contribution towards organizational and personal goals.**

### **FUNCTIONAL SKILL SET**

- A professional who enjoys learning new skills and quickly adapts to organizational changes.
- Handling 80-90 Employee Grievances per day in overall HR process.
- Proficiency in implementing solutions for problems in critical areas.
- Six Sigma – Yellow Belt Certified.
- Outstanding competencies in Developing, Rewarding and Retaining valuable human capital.
- Strong Effective Communicator with exceptional interpersonal skills and hands on experience in induction of employees across the organization.
- Possess leadership skills, good at working in teams, hardworking person.

### **EMPLOYMENT SCAN**

February 2016 till date

Infogain India Pvt Ltd

#### **Key Responsibilities:**

- Joining/Onboarding
- Organization Branding
- Employee Engagement
- HR One O Ones
- HR Business Partner for NetApp Account
- Rewards & Recognition

Oct 2014 till February 2016

Centum Learning- Bharti Group

#### **Key Responsibilities:**

- Working as Senior Executive HR, handling joining to exit formalities.
- Leave Actuary data management
- Attrition Analysis
- Data management, master data updation and maintenance
- Attendance record updation.
- Salary & Payroll Input to Finance Team

- Follow up from all the stake holders
- Transfer management, hardship allowance and zone specific payout.
- Contract renewals/termination for on roll and off-roll associates
- Role change letters, designation and address/employment proof generation.
- On boarding
- CFA
- Employee Engagement

**Feb 2012 - Oct 2014**

**HCL Technologies Ltd**

**Key Responsibilities:**

- Programs for employee retention, employee career development, employee –satisfaction.
- Handling C&B related queries on performance appraisal, bonus payout, shadow CTC, allowances etc. for offshore and Onsite employees.
- Retention Strategies, Conversion of Attrition to Retention by self-initiatives.
- Meeting the new hire in Training on weekly basis & developing bond with them & controlling attrition of new hire.
- Frequent feedbacks to be taken and analyzed on improving the work environment - Skip level meeting.
- Coordination of corporate induction, handover of new employees.
- Minimizing the repeatability of request raised in SSD/ Skip level/ 1:1 session
- Employee awareness of SSD & usage of SSD.
- Analyzing the Absconder data and calling them to join back.
- Making monthly attrition report & taking actions to control it.
- Organizing HR helpdesk in all centres
- Drafting ESS Letters for US expats specific to location and zone.

**Achievements**

- Wrote a white paper on transition of HR trends within new joiners. (2016)
- Wrote a white paper on Onboarding as a Best Practice (2016)
- Case Study Pyramid Re-Structuring fo Insurance Domain.(2016)
- HR Platinum Award for consistent performer for 2013.
- OND'12 Best performer award.
- AT&T Project HR contributor through the year.
- Help desk calls and encouragement.
- Good approach in RCA to provide appropriate resolution
- Always plans for present and predictable eventualities for executing the tasks in a consistent and timely manner.

### **Internships/Curricular activities**

- Eight weeks Summer training at Reliance Communication Ltd, The project title was "Study on Employee Satisfaction on the welfare schemes of Reliance Communication Ltd.
- Dissertation on Study Mentoring in its association to Organization Culture.
- Editor of college magazine at Awadh Girls Degree College.
- Active Member of Loreto Alumni Association, at Loreto Convent.

### **ACADEMIA**

<b>MBA- HR</b>	Amity Business School, Noida	2011
<b>B.A</b>	Awadh Girls Degree College, Lucknow	2009
<b>XII</b>	Loreto Convent	2006

### **PERSONAL DOSSIERS**

**Father's Name** : Mr Y.D Mishra  
**Date of Birth** : 16<sup>th</sup> Dec 1987  
**References** : Available on request