

RESUME

NAME: Deepanshi
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Career Overview

April 2023 -October 2023

Air charter services pvt ltd. (ACSPL)
HR Executive
New Delhi

- * Handling requests for HR Operations related queries from employees and managers.
- * General Employee Life Cycle support for the countries transitioned or with no local HR department.
- Maintaing pilots and cabin crew files from training till medical assesment.

- * Maintaining data and attendance in Workday pertaining to employee life cycle such as Promotion, Transfer, Contract extension, Title change, Probation & other job change transactions.
- * Keep the Documents & SoPs updated as per the new changes in the processes
- * Ensure all daily deliverables are done as per agreed timelines.
- * Supporting the Team Lead in managing the daily HR Operations activities.

Onboarding to Offboarding

JANUARY 2022 - APRIL 2023

HR Assistant
Silvergry Technology
Delhi

- End to End Recruitment
- Initial round of Interview
- Salary negotiation
- Onboarding to Offboarding

- Handling requests for HR Operations related queries from employees and managers.

- General Employee Life Cycle support.

JUNE 2021-DECEMBER 2021

Relationship Manager (Internship)
HDFC Bank (off Role)
Delhi

My responsibilities were managing customer expectations, identifying new business markets and recording daily customer transactions.

My role tailored to the specific industry in which the company is in.

Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Education

Post Graduation Diploma In HRM Jan-2022 - December 2023	JANUARY 2022 - DECEMBER 2023 - IGNOU <ul style="list-style-type: none">• -MBA in HR or Human resource management is a two-year degree• - program that focuses on recruiting the right people for the job,• -managing them and providing direction and guidance to the workforce.
Under Graduate 2017-2020	Bachelor of Commerce - New Delhi University/School Gargi college University of Delhi
XIIth (commerce) CBSE 2016-2017	S.K.V Andrewsganj. New Delhi - New Delhi <ul style="list-style-type: none">• • Commerce deals with the various aspects of business, trade, accounting,• • financial information/transactions and merchandising.• • The Central Board of Secondary Education (CBSE)
Xth 2014-2015	S.K.V Andrewsganj. - New Delhi
Certificate Of HRM Feb 2022-April 2022	Internshala Training - Delhi

- Successfully completed an online certified training on Human
- Resource Management.
- The training consisted of Introduction to HM, Manpower Planning
- and Job Analysis, Recruitment and Selection, Training and
- Development, Performance Management System. Employee
- Engagement and HR Branding, Introduction to HR Analytics,
- Business Communication, and The Final Project modules. In the final
- assessment, I scored 66% marks.

Other Activities

Extracurricular activities

Lead Volunteer Gargi College Commerce fest

2018

- I was head leader of volunteer team for college commerce fest
- (2018)

Achievements

Gargi College

(2018) Best Volunteer

- Shine projects - Appreciation certificate of good employee (2020)

Skills

Recruitment and Hiring.

Training and Development.

Employer-Employee Relations.

Maintain Company Culture.

Manage Employee Benefits.

Create a Safe Work Environment.

Handle Disciplinary Actions.