



Shubhangi Asthana

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Education			
	Year	Degree	Institute
	2021	MBA(HR)	Jaipuria Institute of Management, Noida
	2018	B. Tech	Meerut Institute of Engineering and Technology, Meerut
	2013	12 th CBSE Board)	Gulmohar Public School, Kanpur
	2011	10 th (ICSE Board)	Mercy Memorial School, Kanpur

May 2024- Present

ITB, Delhi

Human Resource Manager

Aligning business objectives with employees and management in designated business unit. Formulating partnerships across HR function and adding value to management and employee reaching business objectives.

Key Responsibilities

Recruitment and Selection:

- Developing recruitment strategies and sourcing channels to attract top talent.
- Leading the recruitment process, including job postings, candidate screening, interviews, and offer negotiations.

Employee Onboarding and Orientation:

- Designing and implementing effective onboarding programs to welcome and integrate new employees.
- Providing orientation sessions to familiarize new hires with company policies, culture, and expectations.

Performance Management:

- Implementing performance management processes, including goal setting, performance appraisals, and feedback mechanisms.
- Providing guidance and support to managers and employees on performance expectations, development opportunities, and career planning, analyzing performance data to identify trends, strengths, and areas for improvement.

Employee Relations and Engagement:

- Developing and implementing employee engagement initiatives to foster a positive work environment and enhance employee satisfaction by promoting open communication, team building activities, and recognition programs to strengthen employee relations.
- Addressing employee concerns, conflicts, and grievances in a fair and timely manner.

Training and Development:

- Identifying training needs and designing learning initiatives to enhance employee skills and competencies.
- Coordinating training programs to support employee development and career growth and recommending improvements based on feedback and performance outcomes.

Compensation and Benefits Administration:

- Managing compensation and benefits programs, including salary reviews, bonuses, and incentives.

HR Analytics and Reporting:

- Generating reports and dashboards to provide insights into HR activities and support decision-making.
- Using data-driven approaches to identify opportunities for process improvement and strategic HR initiatives.

HR Business Partner

BYJU'S

Key Responsibilities

Employee Life Cycle Management

- Integrating new joiners into system by onboarding and induction process, evaluating 30-60-90 days feedback and improve the new joiners program
- Reducing employee attrition by retention strategies, conducting exit interviews and assisting in FNF formalities

- Taking timely feedback from associates, dive deep into the insights received and making strategies to improve employee experience
- Resolving payroll related queries and ensuring employees are aligned with company's code of conduct and take necessary action as per disciplinary framework
- Induction Cum HR Metamorphosis and Stakeholder Management
- Implementing Zero tolerance policy with respect to Fake sale audits and POSH awareness, adherence of no compliance issues

Talent Acquisition & Manpower Planning

- Analyze and draft manpower plan with business, Job posting, sourcing from websites, referrals and IJPs.
- Campus hiring, Tech / Non-Tech hiring, Bulk hiring, Leadership hiring and Diversity hiring.

Talent Management & Talent Engagement

- Design and driving Employee Engagement and R & R Program, and analyze program effectiveness
- Mentor managers to become future leaders
- HR Feedback, QRA and PIP Discussion with respect to company Expectations

Strategic Employee Relations

- Build relationship with employees and managers to resolve all employee grievances and escalations internally
- Translate organization Strategy into HR deliverables and driving HR strategies with data driven approach

Learning and Talent Development

- Delivering training on process and policy, Mentor employees and access effectiveness of learning initiatives
- Monitor employee's performance, provide recommendation for promotion and internally talent I management.
- Executing Super Sonic Managerial Development Program

Employee Engagement & Welfare Activities

- Planning & executing Employee welfare & motivational programs like birthdays celebration, monthly reward & Recognition programs, festival celebrations, Safety Week Celebrations, Sports day, Outings, etc.
- Maintaining a platform for the top management to connect better with its employees

HR Operations & Administration

- Maintaining claims and reimbursements alignment with finance and payroll team via HOD approval
- Maintaining R&R budgets, employee engagement activities budget preparation
- Managing Payroll, claims and incentives relative queries
- Tracking record of leave and attendance of the employees

Special Achievements at Byjus

- Received "Distinguished AcheivHR" quarter for leading Supersonic Managerial Development Program.
- Highest Month on Month Absenteeism Reduction
- TOP Performer HRBP - Appreciated for Lowest Attrition in UP
- Top Performer HRBP- Supersonic Learning Champion – UP

Professional skills

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|-------------------------|--------------------------------|----------------------|---------------------|
| • HR Business Partner | ☑ Tech / Non-Tech Recruitment | ☑ HR Operations | ☑ HR Compliance |
| • Training and coaching | ☑ 1:1 Feedback | ☑ People Advocacy | ☑ Employer Branding |
| • Rewards & Recognition | ☑ Relationship & Team Building | ☑ HR Analytics | ☑ Change Management |
| • Strategy | ☑ Stakeholder Management | ☑ Grievance Handling | |

Certification

 HR Analytics and HR business Partnering

