

### Executive Synopsis

---

- Total Experience - 14+ Years
- Worked as Trainer, Instructor, Proctor, HR-Manager
- Training & Development of students, working professionals, job aspirants for their final placements
- Assisted in the planning and execution of training programs, workshops, and seminars for employees.
- Conducted post-training evaluations and gathered feedback to improve future training initiatives.
- Provided administrative support to the training department, including maintaining training records and databases.
- Invigilates examination online.
- Providing Online trainings on communication skills, Coding, Maths, Retail, Finance, HOTS
- Certified Lean Six Sigma - Green Belt, Posh, Controllorship, Communication, Emotional Intelligence
- Conducted drives for campus to corporate.
- Corporate relations for students placements under NSDC programs
- Certification in Python, SQL, Tableau, Data Science, ML
- Headed HR with Reporting to Chairman, handled over 500 employees
- Experienced in Business HR, Recruitment, Implementing Performance Management System, Implementing Employee Welfare Programs, Conducting Background Verification, Identifying Training Needs and Conducting Trainings, Employee Grievance Handling, Formulating & Implementing Disciplinary Policies, Conducting Exit Interviews, Generating Final Settlement of Employees and Ensuring basic Statutory Compliances like PF & ESI
- Well versed with Farvision (*An ERP based Software*), Google Admin panel, Smartsheet, Biometrics
- Recruited positions like UI, Java, SAP, Android, Mean Stack, SAP ABAP, SAP FI, DotNet, PHP Developer

### Key Skills

---

**Training & Development:** Making content and delivering on topics like communication skills, personality development, career counselling, Coding, Maths, Emotional Intelligence, Body language etc

**Policy Formulation & Implementation:** Formulating various HR policies for the group and ensuring implementation in alignment with the Group HR policies in the subsidiaries and divisions.

**Succession Planning:** Supporting Business Heads and Functional Heads to create plans to develop key talent capable of meeting the businesses long term objectives.

**Performance Management System:** Formulating & Implementing the policies for PMS, PLI, HRIS and directing implementation of the Performance Management System across group companies and divisions.

**Learning & Development:** Setting processes to identify training needs across the organization (*both current and future*) and deploying training resources across group companies and divisions.

**Budgeting:** Preparing, Monitoring and Controlling the HR Budgets.

**Statutory Compliances:** Ensuring adherence as per the prevailing Laws and Regulations.

**Engagement & Employer Branding:** Formulating & Implementing policies to address Employee Engagement gaps and building a strong Employer Brand.

**Attrition Management:** Monitoring Attrition and implementing initiatives in the group towards ensuring low attritions.

**Grievance Resolution:** Implementing and Monitoring processes that address the concerns / queries raised by employees effectively & efficiently.

**Committee Participations:** Participating in Executive Committee Meetings and ensuring resolution to all flagged issues.

**Talent Management:** Ensuring the recruitment drives as per the company recruitment policies.

**Self - Initiatives:** Developing and facilitating implementation of programs and projects that support company values, vision and short / long term plans.

**Freelancing:** Done work for **PMKVY** as placement coordinator (Conducted drives for IL&FS in Adani Group), Generated contacts of Training Centres, Recruitments for corporate, Provided numerous trainings in colleges & corporate.

## Achievements

---

- Implemented complete Induction & Orientation Cycle for Emenox Group in 2015.
- Introduced Employee Engagement Initiatives & Trainings on Soft Skills in GMS Group.
- Got Farvision ERP installed in ACIL in 2009 for efficient working of the HR Department.
- Recruited over 50 employees for Emenox Group (*New vertical Quick2kart.com*) over 3 months in 2015.
- Conducted many drives for campus to corporate, Having database of Engineering and Management colleges.
- Have done effective campus drives for Reliance Communication and recruited over 30 during summer internship in 2008.
- Have conducted several trainings on Emotional Intelligence (*EQ*), Soft Skills, and Communication skills for GMS Group.
- Implemented 360 degree Performance Appraisal System for Ahluwalia Group in 2010.
- Settled the Human Resources Department for GMS Group from scratch in 2011.
- Received awards and recognition in Byjus Future School for conversions, session delivery 2021 etc.
- Certified for excellent trial class, outstanding knowledge in coding fundamentals, intellectual curiosity for Maths in 2020 & 2021
- Delivering successful sessions in Wizklub and received appreciations from trainees 2024

## ORGANISATIONAL EXPERIENCE

---

Wizklub Learning Pvt Ltd	HOTS Trainer	Sep'2023 - Till Date
--------------------------	--------------	----------------------

Byjus Future School	Instructor-Coding, Maths and Trainer for Graduates	April'20 - Sep'2023
---------------------	--	---------------------

<http://www.byjusfutureschool.com/> (On Contract)

Freelance-Trainer		Nov'2018 - April'2020
-------------------	--	-----------------------

Asia Pacific Group, Delhi	Manager - Human Resources cum faculty	Dec' 2017 - November'2018
---------------------------	---------------------------------------	---------------------------

<http://www.asiapacific.edu/>

Part time Working with Triphla Solutions, Genuine Jobs, Brand Eyes, Grabit HR, Freelance(Recruitments & Training)		January'2016 - November'2017
---	--	------------------------------

Emenox Group, Noida	Manager - Human Resources	January'2015 - December'2015
---------------------	---------------------------	------------------------------

[www.emenox.com](http://www.emenox.com)  
(Ecommerce & Retail Management)

Falcon Group, Delhi	Manager - Human Resources	June'2013 - December'2014
---------------------	---------------------------	---------------------------

[www.falconfreightlink.com](http://www.falconfreightlink.com)  
Export / Import (Ecommerce & Retail Management)

**GMS Group, Delhi**                      **Assistant Manager - Human Resources**                      **January'2012 - June'2013**  
*Global Marketing Strategies Group (GMS Group) is a UK based highly diversified SME operating throughout the globe. The Group operates several hotel marketing businesses*

**Ahluwalia Group, Delhi**                      **Senior Executive - Human Resources**                      **May'2009 - December'2011**  
*ACIL, with experience of 45 yrs in construction has carved a niche in industry as one of the leading Civil Contractors of the country*

**SCHOLASTICS** \_\_\_\_\_

- **PGDM (Full Time)** from Lal Bahadur Shastri in 2009
- **B.Com** from **University of Lucknow** in 2006
- **10+2** from **CBSE** in 2003
- **10<sup>th</sup>** from **CBSE** in 2001