

PROFILE

Dedicated and results – driven HR Professional with over 8 years of experience . proven track record of implementing strategic HR initiatives to attract top talent and enhance employee engagement.

CONTACT

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Language – English, Hindi ,Punjabi

Skills- effective time management
Communications skills
Employee Recruitment & retention
Talent acquisition

CERTIFICATIONS – HRM FROM GREAT LEARNING

EDUCATION

Delhi university

2011-2014

The university of delhi , commonly known as delhi university is a prestigious public central university located in New delhi . it offers a wide range of undergraduate programs including a bachelor of Arts degree.

WORK EXPERIENCE

BR S placements.

May 2023 – Jan – 2024

Provides input to the HR planning process to align with the unit strategic plan. Acts as a resource to managers and employees on a wide variety of human resources topics, guides individuals to tools and resources, facilitates communication, and helps resolve conflicts that impact engagement.

Senior Ex HR , Centum Learning (mynd solutions)

Nov 2022 – April 2023

Led the HR Function for a multinational corporation with over 5,000 employees.

Developed and implemented HR Politics and procedures to ensure compliance with labor laws and regulations.

Oversaw performance management processes and provided coaching to managers on effective performance feedback techniques.

Managed employee relations , including conflict resolutions, disciplinary actions , and grievance procedures.

AADM SALES , MAX LIFE INSURANCE

2021- 2022

Drive sales through engagement with customers, suggestive selling and sharing product knowledge.

Place 100+ outbound calls daily and scheduled appointments while responding to customer queries with accuracy and courtesy.

Exceed all sets sales goals by 5% while providing customers services, which has enhanced the company's revenue and productivity target.

Sr HR Recruiter , optimal careers

March 2017-sep- 2021

Set objectives for the HR Team and track progress.

Design and implement company politics that promote a healthy work environment.

Develop compensation and benefits plans.

Support and suggest improvements to the entire recruitment process

Host in house recruitments events