

BHAWNA TAJI

HR MANAGER

Experienced HR Manager with a passion for fostering positive workplace cultures and driving organizational growth. Proficient in talent acquisition, employee development, and strategic HR initiatives. Successfully designed and implemented training programs that enhance employee skills, diversity and inclusion, and leadership development, contributing to a more capable and inclusive workforce.

Contact

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Education

2020
MBA (Masters of Business Administration in HR Management)
Jain College, Jiwaji University, Gwalior

2018
B. COM (Bachelor of Commerce in Economics)
Jiwaji University, Gwalior

Skills

- Talent Acquisition
- Compliance and HR Policies
- Employee Relations
- Performance Management
- Training and Development
- Problem-Solving and Decision-Making

Achievements

- Submitted Research Project Report on "STUDY ON CONSUMER BEHAVIOR AND CONSUMER SATISFACTION" during graduation.
- Completed six month Summer Training Project on SUPPLY CHAIN MANAGEMENT & BUSINESS MANAGEMENT
- Completed summer training project at Cadbury | Mondelez International, gaining valuable insights into operations and marketing strategies within the FMCG sector.

Experience

HR Manager

June 2023 – Present

Nash and Hames Pvt. Ltd. (Shryoan Cosmetics)

- Lead HR initiatives, including talent acquisition, onboarding, training, and development, entry and exit formalities
- Develop and execute innovative recruiting strategies in alignment with company business plans, resulting in a 100% increase in successful placements.
- Manage performance appraisal processes, providing feedback and coaching to employees and managers to drive performance improvements.
- Oversee employee relations, ensuring compliance with company policies and resolving conflicts in a timely and professional manner.
- Spearhead sales team management efforts, including setting targets, monitoring performance, and implementing incentive programs to drive sales growth.
- Implement HR policies and procedures to ensure compliance with labor laws and promote a positive work environment.
- Complex disciplinary and grievance support including advising on the informal process.
- Additionally, I crafted compelling social media content tailored for both HR initiatives and employee engagement, contributing to a vibrant and cohesive professional environment. Enhanced the company's online presence, portraying it as an employer of choice.

HR Executive

April 2022 - May 2023

Soft Freight Logic Pvt. Ltd.

- Develop and implement HR policies and procedures in alignment with company goals and industry regulations.
- Conduct orientation sessions for new employees to ensure smooth integration into the company culture and processes.
- Manage employee relations concerns, conduct investigations, and provide coaching and guidance to employees and managers.
- Oversee the performance appraisal process and provide recommendations for performance improvement and career development.
- Handling payroll of Pan India employees including the leaves, PF, & ESIC
- Arranging Events & Conferences as instructed by Management,
- Maintaining data in CW1 software including overseas employees.
- Oversee records and documentation for overseas employees.
- Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets.