

# Shresht Bhatia

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## Professional Summary

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HR professional adept at handling diverse HR functions. Proficient in HR operation and skilled in recruitment, employee relations. Seeking a dynamic role in the HR field to leverage expertise in enhancing organizational efficiency, fostering a positive work culture and drive organizational success through data-informed decision-making.

## Skills

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- Human resources management
- Recruitment
- Onboarding experience
- MS-Office
- Teamwork
- Background Checks
- Communication
- People Management
- Applicant screening

## Experience

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Business And Technology Delivery Associate (HR) September 2022 - Current  
Accenture, Gurugram

- Leverage knowledge of domain and technology
- Working as a bridge between Technology and business stakeholders
- Created Data Traceability Matrix
- Hands on experience on ALoads
- Gathered requirements from clients in order to design and configure customized DTMs.
- Assisted with screening resumes of potential candidates
- Partnering with hiring managers to figure out what makes a dream team member
- Coordinated scheduling for candidate interviews and appointments.
- Worked with managers for internal hiring
- Assisted in planning and executing company events, such as team building activities or holiday parties.

HR Assistant June 2021 - August 2021  
BNAL PREFABS PVT LTD - Internship As Human Resource, Mohali

- Payroll/ Administration
- Compliance
- Generated the UAN numbers of new employees
- Handling new joining and onboarding
- Registered new employees in PF and ESI
- Maintained monthly Reports of Worker overtime and Contractor labour overtime
- Maintained attendance records.
- Collaborated with other departments on cross-functional initiatives such as recruiting events or wellness programs.

HR Intern

March 2021 - May 2021

CareAutos, Himachal Pradesh - Internship, Himachal Pradesh

- Prepared Job descriptions, Appointment Letters, Appreciation letters, Certificates, Warning Letters
- Maintained Performance Tracking Sheet
- Lead a team of 4 people.
- Coordinated interview schedules between hiring managers and candidates.

Executive Trainee

July 2018 - September 2018

Roseate House, Aero City Delhi, Delhi

- Executive trainee in front office
- Executive trainee in Human resource.

Executive Trainee

June 2016 - October 2016

JW Marriott- Internship, Chandigarh

- Training in all the four major departments- Front Office, Housekeeping, Food and Beverage Service, Food Production.

## Education

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MBA in Human Resources and Marketing - LM Thapar School of Management, TIET Patiala, Dera Bassi Campus

May 2022

GPA: 7.40

B.Sc. In Hotel Management - Institute Of Hotel Management Catering Technology and Applied Nutrition

January 2018

Panipat

XII - St Theresa's Convent School Karnal Haryana (CBSE), Karnal

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## Certifications

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- Human Resources Analytics
- Recruiting, Hiring, and Onboarding Employees
- Managing Employee Compensation
- Managing Employee Performance
- Preparing to Manage Human Resources
- Diversity and Inclusion for HR Professionals