

EDUCATION

- J.C Bose University of Science and Technology, YMCA | Haryana State Government University | **MBA (Exe) (HR) | 2020-2022 | 1st Division – 9.16 (CGPA).**
- School of Open Learning, University of Delhi | **M. Com (HR) | 2018-2020 | 1st Division - 68.35%**
- Gargi College, University of Delhi | **B. Com | 2015-2018 | 1st Division - 8.47 (CGPA)**
- Modern Vidhya Niketan School | CBSE 12th | Commerce | 2013-2015 | Certificate of Merit **1st Division - 95%.**
- Carmel Convent School | CBSE 10th | General | 2013 | **1st Division - 10(CGPA).**

WORK EXPERIENCE

AMITY UNIVERSITY HARYANA | ASSISTANT MANAGER - HR | GURUGRAM March 2022 – till date

Collaborated with Management on Strategic Planning- HR Policies and Manuals, Performance Management and Appraisals, Compensation Administration and Electronic Data Processing and Maintenance.

- **Strategic & Leadership Role-** Creation of term goals, manage & align HR Team Members performance, to design new intervention methods and Performance Management initiatives. Liaising with Regional/Central HR Team and Management on Goal setting and performance review completion and effectiveness. Refine, and execute employee standards and procedures, report to management and provide decision support through HR metrics. Handling confidential matters with discretion.
- **Performance Management – Performance Based Appraisals, metrics and success criteria** – Initiate the Annual Appraisal Performance, goals and procedures. Collaborate with and maintain effective relationships with other departments to ensure the successful completion of appraisals and to create transparency and visibility to program success and opportunities for improvement.
- **Electronic Data Processing and Management** - Maintenance of all sensitive & crucial records, providing monthly reports on the performance, analyze data as against set strategic objective and budget and to optimize the results.
- **Compensation Administration-** Manages the direct reports within the Comp.& Ben. (C&B) Team; sets one on one or meeting with direct reports and or C & B. team on managing employee expectations, retention and engagement of C&B programs.

LINGAYA'S VIDYAPEETH | HR EXECUTIVE | FARIDABAD

Nov 2020 – Dec 2021

Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement

- **Strategic Planning- HR Policies and HR Manuals** - Oversee, refine, and execute employee standards and procedures, Identify and recommend areas of improvement to internal standard operating procedures, including team restructuring and morale. Handling confidential matters with discretion, report to management and provide decision support through HR metrics.
- **Sourcing- Recruitment & Selection Process** - Managing the recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower requirement. Planning Human Resource requirement in consultation with heads of different Departments and conduct selection interviews. Handling on-boarding, joining and relieving formalities.
- **Training-Development Activities and Performance appraisals** - Devise a plan of on the job and off the job training opportunities for employees at all levels. Prepare Training Calendar and plan, monitor, and appraise HR activities by scheduling management counselling sessions with employees.

- **Organizational Development** - Carry out various surveys related to employee turnover, Employee Happiness Index, Job Satisfaction Index and use this survey to devise strategic plans. Ensure periodic Job Analysis and Job Evaluation are carried out and devise strategy for job enlargement plans. Conduct various employee welfare activities.

EY | ASSURANCE ASSOCIATE | GURUGRAM

2018 – 2019

- **Audit Procedure following SOPs** - Review client paperwork for inconsistencies, errors, or noncompliance and Identify audit issues and research how to resolve them. Collaborate with other associates and senior auditors to ensure all documents are evaluated properly.
- **Client Relationship Management** - Interact with Clients in order to audit their accounts, getting the client to provide me with support to back up the numbers that are in their financial statements. Communicate audit status with clients and supervisors to ensure open dialogue.

UMEED [N.G.O] | ACTED AS TEAM LEADER

- Organize and provide assistance in organizing the fundraising events for the organization. **Maintain relationships with donors and respond to their requests** and keep updating them about the work of the organization and work upon innovative ideas for effective resource mobilization.

NON-ACADEMIC ACCOMPLISHMENTS

- **Certificate of honor for excellence** in Academics and Inter-School Competitions.
- **P.G. Diploma Course in Bharatanatyam. (Completed 10 years of learning).**
- Participation in North Zone Chess Championship.
- 2 years (Junior Diploma) in Instrumental Music [Synthesizer].
- Participation in National Olympiads and U.N. information tests.

CERTIFICATES & RECOGNITIONS

- NPTEL Online Certification in- **Managerial Skills in Interpersonal Dynamics; ELITE TOPPER.**
- **Certificate of recognition** as employee of the month for exceptional performance @ EY.
- **Outstanding Student Award** 2015-18 for exceptional academic performance @ Gargi College.
- Certificate course in Banking & Financial Services.
- Participation in National Seminars.

SKILLS AND COMPETENCIES

- HRMS – TCSiON, Amizoni, Microsoft Excel, PowerPoint and Word.
- Effective Communication, Relationship-building, Critical thinking and Interpersonal skills.
- Proficient in English, Hindi and Malayalam.

PROFESSIONAL REFERENCES

Dr. Shalini Chhabra Assistant Director HR (known tenure-2022) Amity University Haryana Contact details – 8826606467	Dr. Swati Punjani Head of Human Resources (known tenure-2020-2021) Lingaya’s Vidyapeeth Contact details – 9711220578	CA. Puneet Jangir Manager (known tenure2018-2019) EY Contact details – 9873536467
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