



VASEEM SAIFI

Young Professional

PROFILE

Astute and exceptionally dedicated OD professional with Master's in Organization Development Change & Leadership. Committed to promote synergy across teams to drive change via industry driven **insights and best practices**.

SKILLS

MS Suite



Research Writing



Team work



CONTACT DETAILS



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House no. 349, Block-C,
Mulla Colony, Gharoli
Extension East Delhi –
110096

HOBBIES



EXPERIENCE

2022
(Present)

Consultant (TA)

Organization: Right Advisors Private Limited

Location: Noida sector 65, UP

Duration: 6th June to till the date

Responsibilities:

- Sourcing candidates from job boards like Naukri, Shine, Monster.
- Screening of the candidates based on the client requirements.
- Colleting Documents and salary negotiation with the candidates after selection if needed.
- Client handling

2021-2022
(6 Months)

HR (Recruiter)

Organization: New Horizons Recruitment Solutions

Location: Delhi

Duration: 27th November 2021 to 31st May 2022

Responsibilities:

- Sourcing candidates from job boards like Naukri, Shine, Monster.
- Screening of the candidates based on the client requirements.
- Colleting Documents and salary negotiation with the candidates after selection if needed.
- Client handling

2021
(3 Months)

OD Research Associate and L&D (Intern)

Organization: Infinite Dimensions

Location: Bangalore (WFH)

Duration: 10th July 2021 to 20th November 2021

Responsibilities:

- Collecting data from various source about the trends on learning and development.
- Collecting the performance appraisal data of employees to analyze what kind of learning need employees have.
- Added some questionnaire related to learning need of an employee in the appraisal form so that employee can write their self-development goal for the upcoming year.

LANGUAGES

HINDI



ENGLISH



EDUCATION

- 2018-2020
(Post Grad.)
- MA/MSc in Organization Development Change & Leadership**
Board/University: TISS
School: CSOL
Major Subjects: Change Management, Psychology, OB, Research Methodology, HRM, Operation Management, Marketing, Finance
- 2012-2015
(Graduation)
- B.SC. in Medical Laboratory Technology**
Board/University: Santosh Medical College, Ghaziabad, (CCSU)
School: Paramedical
Major Subjects: Founding Unit of MLT, Biology, Pathology, Microbiology, Parasitology, Virology, Quality Control
- 2012
(12TH)
- AISSE**
Board/University: CBSE
School: Govt. Boys Senior Secondary School, Mata Sundari Road, New Delhi
- 2010
(10TH)
- AISSE**
Board/University: CBSE
School: Govt. Boys Senior Secondary School, Kondli Delhi

SUMMER INTERNSHIP

- 2019
(2M)
- Summer Intern- Change Management**
Organization: HR Axiom
Location: Hyderabad
Duration: April'19-June'19
Project: Standardization of HR policies using PCMM framework
Responsibilities: Studied the existing HR policies using **People Capability Maturity Model (PCMM)** and **benchmarking against 10 organizations** operating in the same space.

Field Immersion

- 2019-2020
(1M)
- Human Resources Intern: (L&D)**
Organization: Welspun India Ltd (HO)
Location: Mumbai
Duration: Decmber'19-January'20
Responsibilities:
- Designing and conducting workshops to drive adoption of internal e-learning platform across HO and manufacturing plants
 - Designed the posters of to spread the awareness about the e-learning initiative taken by the company.

Field Immersion

- Track the performance of respective employees who were associated with the learning program.
- Initiated the competition to do maximum online courses on the e-learning platform, to motivate the employees.
- Work upon function/technical competency mapping for employees.

2019
(1M)

Human Resources Intern

Organization: Tata Trust

Location: Hyderabad

Duration: September'19-October'19

Responsibilities:

- Identification of key performance indicator (KPI) parameters for the field rescue officers. Suggestions for improvement based on the result obtained after studying the existing processes
- Website development and Functional testing of "**Department Of Senior Citizen Government Of Telangana**" website
- Initiated video and poster based case study suggestions and samples for implementation

2019
(1M)

Human Resources Intern

Organization: LV Prasad Eye Institute

Location: Hyderabad

Duration: January'19-February'19

Responsibilities:

- Designed Job Description for "**chief of staff**" and introduce **KRAs for the role**
- Introduced and designed the structure of self-managing teams to maximize the reach of **Integrated Project of LV Prasad Eye Institute and GOVT Andhra Pradesh** for 5 districts

2018
(2M)

Change Management Intern

Organization: OD Alternatives

Location: Delhi

Duration: July'18-September'18

Responsibilities: Did book review and undertook research on appreciative leadership by following the appreciative leadership book written by Diana Whitney.