# Curriculum Vitae

# Name : Prachi Bansal

# Cell No : +91 956 615 7621

# Email id : prachi9.bansal@gmail.com

# Career Profile

* Over **7+ years**’ experience in ITES, Startup and wellness companies in **Human Resources & Marketing domain**
* Proficient in **Resource Management, Employee Relations, Grievance Management, Employee Engagement**  and related services
* Proficient in **Complete Onboarding & Exit Process**
* Ability to promote teamwork, withstands pressures and deadlines, promote healthy work environment and foster good employee-employer relationships.
* Driving **employee feedback, employee appraisals,** **attrition and retention** **risk** **analysis,** promoting **Rewards & Recognition**, creating **career path & development**, with the aim of creating a better working environment and engaged culture
* Hands-on experience in HR information systems (HRIS), Zinghr, Zenoti, COSEC

# Skills & Abilities

Planning and decision making On Boarding

Employee Engagement Retention Risk Analysis

Attrition Control Rewards and Recognition

Career plan and development Exit formalities

 Grievance Management Attendance & Time Management

# Professional Experience

# “HR Generalist” at Bodycraft Salon, Skin and Cosmetology Pvt. Ltd., Bangalore (June-18-till date)

* Employee Life-cycle right from Onboarding, induction, Resource Management, Compensation, Retention, Employee Relations, Performance Management, Grievance Management, Employee Engagement, Exit Interview
* Responsible for all HR related services, R&R monthly basis, Performance management, retention, travel reimbursement, statuary compliances, termination and exit process
* Liaising with finance department on regular basis providing timely input to payroll
* Responsible for the training of employees on POSH, CCP

# “HR Lead” at J R World Soft Solutions Pvt. Ltd. Pvt. Ltd., Bangalore (Jan 18 – May 18)

* Handled end to end recruitment process for J R World and client - manpower planning, understanding business requirement, shortlisting appropriate candidates from various sources, conducting HR interviews, salary negotiations, issuing offer & appointment letter
* Establishes recruiting requirements by studying client requirement; meeting with client to discuss needs
* Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport
* Determines applicant requirements by studying job description and job qualifications
* Attracts applicants by posting jobs on job sites ,contacting recruiters
* Determines applicant qualifications by interviewing applicants; analyzing responses; verifying
* references; comparing qualifications to job requirements
* Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications

# “HR Lead” at Veces Technology Pvt. Ltd., Bangalore (Jan 17 – Jan 18)

* Handled end to end recruitment process for Veces as well as Client including - manpower planning, understanding business requirement, shortlisting appropriate candidates from various sources, conducting HR interviews, salary negotiations, issuing offer & appointment letter
* Managed onboarding process and conducted induction sessions
* Handled employee separation process including - exit interviews, clearance, final settlement
* Managed pay-roll process along with the outsourcing company
* Prepared presentations on different HR policies
* Managing social media accounts of the company
* Responsible for all HR Support activity
* Implemented HRMS system at Veces
* Implemented HR policies such as leave & attendance policy, joining & exit formalities
* Implemented employee engagement activities
* Maintained and developed relationship with existing and new clients

# ‘Senior Executive - Human Resources’ at SNS India Pvt. Ltd., Chennai (Feb 16 – July 16)

* Handled end to end recruitment process at SNS including - manpower planning, understanding business requirement, shortlisting appropriate candidates from various sources, conducting HR interviews, salary negotiations, issuing offer & appointment letter
* Managed onboarding process and conducted induction sessions
* Actively contributed in the implementation of new PMS system. Which included designing Nine Box Grid for performance review, collecting and filing the review sheet from each department, conducting sample reviews to increase awareness of the new PMS
* Involved in implementation of Grade system based on HAYS model
* Handled employee separation process including - exit interviews, clearance, final settlement
* Managed pay-roll process along with the outsourcing company
* Special initiatives: started various soft skills training for new employees and 'Power of idea' project for employee engagement

# ‘Executive – Marketing & Communication’ at Bray Controls India Pvt. Ltd., Chennai (Nov 13 – Sep 15)

* Developed marketing and promotional materials – both print and electronic forms
* Prepared presentations and market research report for business development department
* Organized and coordinated exhibitions, roadshows, events and workshops
* Prepared periodic sales report by coordinating with regional branches

# Skills sets

* Computer Proficiency: Highly proficient in MS PowerPoint & MS Word, Proficient in MS Excel & MS Publisher
* Participated in the certified training program on PF, ESI, Gratuity and Bonus conducted by Princeton Academy

# Academic Qualifications

**Qualification Institute Year**

Certificate in Mgmt. of HR LIBA, Loyola College, Chennai 2015

MBA (Retail & Marketing) Banasthali University, Rajasthan 2008

BA (English Literature) Agra University, Agra 2006

# Extra-Curricular Activities

* Classical dance
* Traveling

# Personal Details

Date of Birth : 03 May, 1986

Gender : Female

Contact Address : 5th A Cross Rd, 6th Block, Koramangala, Bengaluru, 560095