



# Amita Bansal

Management Trainee - HR

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To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities with integrity to accomplish organizational goals wherein my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge while contributing to the growth of the firm.

## EDUCATION

### MBA (HR & Marketing)

Lovely Professional University

2016 – 2018

CGPA-8.04

### B.Tech (Computer Science)

Bhai Maha Singh College of Engineering

2011 – 2015

80 %

### Higher School Examination

(PSEB) Sada Ram Bansal

Memorial Senior Secondary School

2011

81.2%

### Secondary School Examination (PSEB)

Sada Ram Bansal Memorial Senior

Secondary School

2009

81.6%

## WORK EXPERIENCE

### CLAAS INDIA Private Limited

**CLAAS**

January, 2018 – Till date

CLAAS India is a wholly owned subsidiary of CLAAS KGaA, a 100 year old, US\$ 4 Billion MNC, having its HQ at Harsewinkel, Germany. It is one of the global leaders in agricultural machinery and the global product range includes combine harvesters, forage equipment, balers, and tractors etc., distributed in over 100 countries. It is ranked No. 1 in Europe for combine harvester business.

#### Management Trainee – HR

Reporting to the Head HR, key responsibilities are

#### ➤ Recruitment, Sourcing & Selection:

- Responsible for sourcing & screening of profiles; assessing relevance to position; taking preliminary interviews.
- Conducting their telephonic rounds and coordinating for in – person interviews.
- Coordination for campus recruitments, designing selection tests, Pre- placement talk.

#### ➤ Training & Development:

- Process owner for Training & development.
- Analyzing Training need identification across levels for reactive & proactive approach through competency assessments and Performance Management System.
- Responsible for finding trainers internal and external for the trainings.

- Maintaining Individual training records, training attendance sheets, & feedback forms.

#### ➤ Competency Mapping:

- Responsible for preparing Job Descriptions, conduct Job Analysis & Evaluation.
- Provide project support by building & implementing competency matrices, & gap identification processes.
- Identifying Training Needs and making training calendar.

#### ➤ Project : Fit For Matrix training & Feedback Team workshops:

- Responsible for organizing trainings for Fit for Matrix project three modules for Top Management and first line Managers. (Oct'18 to Apr'19).
- Acting as a single point of contact to coordinate with Germany and other sites from India.
- Conducting Feedback Team workshops and compiling results.
- Responsible for collecting and compiling Feedbacks regarding organizational changes and sending it Germany.

#### ➤ Employee Engagement: Organizing employee engagement programs, employee safety, welfare, wellness and health programs.

- Planning Employee engagement initiatives & activities calendar and implementing i.e. communication (Emails) internally and externally, Festival celebrations, Family Days, Town Halls, Sports activities, competitions, etc.
- Responsible for publishing Newsletters of the company quarterly.
- Responsible for organizational wide intranet portal for publishing thought of the day, internal memo, birthday mails, glimpses of events, announcements and maintaining Intranet portal of CLAAS.
- Actively participated in making strategy/plans for employee engagement, retention, increasing employee satisfaction, performance management.
- Designing and conducting employee engagement survey.

#### ➤ Suggestion Scheme: Handling Suggestion scheme

- Collecting and compiling Suggestions.
- Coordinating with the departments for the status of the Suggestions and updating in database.
- Database Management – MS Excel
- End to end reports compilation
- Prize Distributions
- CXS Target achievement

#### ➤ Orientation of New Hires:

- Responsible for planning and executing orientation of new hires for 60 days as per company norms.
- Coordinating with all departments and other plants of CLAAS in India.
- Getting feedback and organizing THM for new hires.
- Maintaining documentation of the feedbacks.

#### ➤ Involved in Policy formulation.

# INTERNSHIPS

## 1. TEKsystems Global Services (Paid Internship)



Project: Recruitment

September-November 2017

Worked in TEKsystems Global services, a Allegis Group Company on the project of Recruitment for a period of 3 months and got an opportunity to understand and study in-depth the recruitment process of the organization. Worked on Profiling, Mass- mailing, drafting Job Descriptions for campus hires. Carried out a survey for the organization regarding recruitment process and hence identified the recommendations from the employees, which helped the organization to improve their existing process. Worked on data rectification, records maintenance, employees' onboarding and induction. Also conducted AHM (All Hands Meet) a quarter award ceremony and organized fun activities for the "Diwali" festival.

## 2. CLAAS INDIA Private Limited (Paid Internship)

Project: Competency Mapping

June- July 2017



Worked in CLAAS INDIA Pvt. Ltd., a German automotive company on the project of Competency Mapping for a period of 45 days and get an opportunity to identify the required skill set and assess the existing skill set of all the positions of Band A & B of the organization and thereby identifying the training needs for the employees based on the gap between their existing skill set and required skill set for that particular position.

### POSITION OF RESPONSIBILITY

- Team Representative of 'The Bharat Scouts and Guides' camp at Shimla.
- Coordinated the event "Explorica - Explore your talents". May 2006
- Chief-Coordinator of HR club. Oct 2016
- Organized an event- "Euthanasia- an Indian Perspective" Jan 2016
- Coordinated an event IE-CON(Indian Entrepreneurship Congress) Feb 2016
- Volunteered and coordinated for IIS 2017 (India Inclusive Summit) April 2017
- Nov 2017

### EXTRA CURRICULAR ACHIEVEMENTS

Community/ Service	• Member of "Guru Gobind Singh study Circle" Camp in 2011.
	• Member of "The Bharat Scouts & Guides" Camp in May 2006.
Participations	• Participated in Rangoli Making and Declamation contest (Bhai Maha Singh college of Engineering).
	• Participated in dance competition in Annual function of college and represented the folk dance of Haryana state (Bhai Maha Singh College of Engineering).
	• Volunteered in Explorica.
Achievements	• Received "The Award of Excellence" for academics in Nov 2011, Dec 2012 and Nov 2013.
	• Awarded 1 <sup>st</sup> Prize in Declamation contest & Rangoli Making on Women's Day in March, 2013. Also got 2 <sup>nd</sup> prize in Relay Race twice in Annual athletic meet in Feb 2013 and Feb 2014 organized in Bhai Maha Singh College of Engineering.
	• Member of HR club and Cultural club (Mittal school of Business).

- SKILLS:** Pack Office
- CERTIFICATION:** Attended a workshop on Adobe Photoshop- how to make graphical images, Lovely Professional University, Punjab.
- LANGUAGES:** English, Hindi & Punjabi.
- INTERESTS:** Chess Playing, Singing & Dancing.