**Summary**

Result oriented professional with over 6 years of experience in resource planning and recruitment. Adept at dealing with various escalations, employee issues and business requirements. Experience in analysing and maintaining attrition rate, employee evaluation and appraisals and complaints and grievances.

**Core Competencies**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | * Talent Acquisition | * Grievance Handling | * HR Operations | * Stakeholder Management | | * Budgeting | * Business Partnering | * Talent Management | * Performance Management | | * Teamwork | * Employee Engagement | * Strategic Initiatives | * Data Management | |

**Experience**

**Pricewaterhouse Coopers (PwC)** April 2021 – Present

*Associate HR*

* Partnering with business to understand key people issues and work towards offering solutions aligned to the identified areas.
* Planning and executing employee engagement events in collaboration with multiple stakeholders from business and other IFS teams.
* Driving different phases of performance management including goal setting, mid-year and annual reviews and feedback discussions.
* Demonstrated thorough understanding of Human Capital policies and processes, sensitize employees on the same and take necessary HC action in cases of non-compliance to policies.
* Worked with resource managers to ensure optimum utilization of employees aligned to the defined targets.
* Monthly MIS/reporting to business/ HC leadership as per internal guidelines
* Coordinated with peers from other locations to work on common PAN India projects.
* Interface with HC Shared Services, HC Payroll, HC BGV, GM team for various inputs related to employee life cycle.
* Built strong connect with internal stakeholders through constant engagement and dialogue.
* Adopted proactive approach towards appropriate planning and prioritization of tasks
* Coordinated with the recruitment team whenever required to support the hiring lifecycle.
* Understood and interpret GPS scores for the business and drive actionable around the focus areas identified.
* Managed interactions during employee exits, targeting retention and capturing insights around exit reasons.
* Ensured appropriate escalations and necessary HC actions are taken in case of non-compliance.

**IndusInd Bank, Delhi**  May 2017 – April 2021

*Regional HR Manager*

* Catering to all recruitment requirements of the business and smooth closing of hiring process within TAT & optimized source mix
* Working closely with management, planning strategies for recruitment, end-to-end hiring process and periodic organizational manpower planning
* Effectively use job portals such as LinkedIn, Facebook, IIM jobs and implementing Employee Referral Schemes
* Managing vendors for planning leadership hiring, recruitment drives and specialized recruitment process
* Preparing, managing and delivering various recruitment reports, analysis and dashboard on a periodic basis
* Carrying out the offer making process and negotiating with the candidates on Compensation & Benefit
* Taking active participation on employee engagement activities for the organization
* Responsible for HR operations, Employee Relations and Business HR teams
* Deliver short-term solutions while also solving for long-term problems by addressing immediate challenges and underlying causes
* Use data to measure success: learn, iterate, and improve; analyse trends and develop proactive actions to further support business objectives

**Education**

**Narsee Monjee Institute of Management Studies (NMIMS), Mumbai** Mar 2017

*MBA in Human Resources*

**Sri Guru Gobind Singh College of Commerce, Delhi University** June 2014

*BA (Hons) Economics*