




Vineet Gandhi

HR Executive

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Experience

HR Business Partner
Dec 2019 -June 2020

■ Devyani International Limited

Work effectively with Human Resources, business colleagues and leadership team regarding recruitment, performance management and special projects.

- Oversee HR functioning for Costa Coffee and Vaango.
- Worked as SPOC for National Apprenticeship Promotion Scheme (**NAPS**) and managed entire program.
- Managed entire **recruitment program** PAN India.
- Conducted **employee counselling** regarding grievances in the organization.
- Ramped up new stores by recruiting 50 plus employees in 3 months.
- Introduce new **employee engagement activities** throughout stores to maintain highly energized workforce.
- **Salary negotiations** with the shortlisted candidate

HR Executive
June 2018 –Aug 2019

■ Just Click Travels Pvt. Ltd.

Recruited to help open new B2C branch, guiding the start-up and managed a full spectrum of HR operations, systems, and programs. Worked with senior management to create HR policies and procedures; part of talent acquisition team for recruitment and create group benefits database.

- Slashed recruitment cost by 40% from reducing reliance on employment agencies.
- Revamped **new-hire orientation program** to include HR information and company resources.
- Drove transition from outdated HR systems into a fully integrated **HRIS platform**.
- Managed **Payroll Compensation**, attendance as well as maintained employee leave records of the employees PAN India.
- Implemented **IR processes** and practices viz. Employee Benefit Schemes such as PF, Gratuity, ESI, & Bonus etc.
- **Conducted exit interviews** which helped increasing retention in the organization by 20% In sales department and 30 % in operations.

Objective

To obtain a position in Human Resource field where I can utilize proven people-oriented skills to develop and promote a positive work environment. This position would leverage my professional experience and job knowledge to enable me to make an immediate contribution to the organization; while providing me with a challenging work environment that will allow me to contribute to learn and grow.

Professional Skills

Recruitment & Onboarding

Payroll Processing

Human Resource Information System

Employee Relation & Retention

Performance Management

Human Resource Management

Project Management

Work Compensation

MS Office

Personal Skills

Good Communication Skills

Time Management

Management Skills

Conflict Management

Proactivity

Analytical Skills

Teamwork

Academic

- 2016 - 2018 ■ Amity University-M.A. Organisational Psychology
Courses Studied: Organizational Development, HR Management, Industrial relation and labour Laws, Competency Mapping and Appraisal System, Psychometric Assessment in Workplace, Consumer Psychology, Statistics and Qualitative Analysis.
- 2013 - 2016 ■ Delhi University- B.A. (H) Psychology
Course Studied: Applied Social Psychology, Counselling Psychology, Foundation of Organizational Behaviour, Understanding of Human Resource and Practices, Media Psychology, Research Method and Data Processing.
- 2013 ■ South Delhi Public School- Secondary Education
Subjects Studied: Physics, Chemistry, Maths, English and Physical Education.

Internships

HR Coordinator, DELHI LAND AND FINANCE (DLF): June 2017 - July 2017

HR Intern, Abhimatt Media: January 2017 - March 2017

Intern, Kafila Hospitality and Travel Private Limited: September 2016- October 2016

Clinical Intern, Lady Hardinge Medical College and Associated Hospital: May 2015-July 2015

Dissertation, Projects and Research Papers

Dissertation- Grit and Impression Management as the predictors of Organizational Culture

Project- Psychosocial determinants of sporting culture in India

Research Papers:

Mindful-Religiosity as a Predictor of Psychological Well-Being (2016)

Eye teasing among female undergraduate students: An Exploratory Study (2015)

Understanding the Impact of Media on Teenagers (2014)

Languages

English	Hindi
Punjabi	Spanish (Certificate)

Certificates

Outstanding Contribution in Organizing National Seminar on Social Harmony and Well Being: Issues & Challenges 2016

Certificate of Appreciation for joining global fight against cancer- 2014 & 2015

Volunteer 5thAll India Chandgi Ram Gold Cup Wrestling Tournament 2014

Outstanding Contribution in Organizing National Seminar on Social Change in Contemporary India-2014

Volunteer 4thAll India Chandgi Ram Gold Cup Wrestling Tournament 2013

Interests

Volunteer Work

Cricket

Cooking

Online Gaming

References

Himanshu Khanna
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First reporting manager in Devyani International Limited

Aseem Arora
Director Delivery-Just Click Travels Pvt. Ltd.
9899123234
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Reporting for technical recruitment in the organization