

# Shweta Rana

## Human Resource Generalist

Professional Human Resource Generalist bringing four years of experience providing guidance on human resources topics and challenges. Committed to supporting recruitment efforts with a focus on engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence, and solid expertise in employee relations.

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📍 Faridabad, Haryana

## ACHIEVEMENTS (Professional)

### HR/OD Specialist

#### Shahi Exports Pvt Ltd

##### Human Resource Specialist

###### Achievements/Tasks

###### – **Recruitment and Process**

Since last two years working on Recruitment planning (Campus drive and Online portals), Strategy Development, Searching and Attracting staff, Evaluation and Control. Heading a project name MDP (Management Development Program) through Naukri and LinkedIn portal which consist of batch of 25 people, undergoing two months of training program before hiring.

###### – **Employee Engagement Survey**

Conducted Employee Engagement Survey by Using Online Survey Tool it further included Measurement of employee motivation, Alignment of employees, Understanding employee mood and morale and Analyzing team level survey responses for cross-team Benchmarking.

###### – **Dashboards**

Maintained progress report of employee performance, which included Talent Management, Presentation of productivity report and maintaining overall performance record.

###### – **Learning Management System (LMS)**

Responsible for handling TUV SUD, Learning Management System as per the requirement of program like POSH so that multiple purpose of administration, documentation, tracking, reporting, training programs and result assessment can be done for the organization.

###### – **Personal Relationship Management (PRM)**

Coordinated with all the levels of employees. Internal and external communication. Providing solutions to overcome the problems in the form of counselling, tools or any kind of help required.

###### – **Performance Management Matrix**

Created a channel to review the business processes through various methods and mechanism by defining KRAs at individual level or particular designation. This process identify competency, skills and knowledge gaps which we improve by guidance, trainings, coaching and mentoring the employees.

##### Organizational Development/Training Specialist

###### Achievements/Tasks

###### – **Training Need Analysis (TNA)**

TNA done for 1700+ employees at Shahi Exports Pvt Ltd which included identifying the gap between employee training and need of training, finding tools and methods for an integrated approach and for the acquisition of skills.

###### – **Leadership and Development (L&D)**

Training design, Result measurement, Career Progression for 125 employees at senior level management (MM, DMM, AGM, GM, VP)

###### – **Out Bound Training (OBT)**

Conducted 20+ OBTs for 60-80 employees per OBT which included Custom designing of training module, Understanding of individual and team behaviours, Analysis and Evaluation

###### – **Behavioural Training (Corporate)**

Conducted numerous trainings, which encompassed identifying, and then creating a blend of programs for overall growth of the employees. Analysis of their existing behavior patterns and helping them to acquire new skills to recognize new patterns to achieve better results. Customizing modules of different soft skills topic.

###### – **Functional Training (Technical)**

Facilitated numerous functional trainings which comprises of understanding of the process undertaking in different departments Coordination with HOD, Planning, Implementation and Standardization of training.

###### – **Training Calendar**

Responsible for maintaining the training calendar for the up skilling process of existing staff members like training needs and schedule of staff, sharing information on training needs with others and for creating a culture of personal development and learning.

###### – **Management Information System (MIS)**

Preparing MIS monthly for all programmes like Behavioural and Technical trainings, Factory projects, routine activities are also recorded like attendance and payroll.

###### – **Budget**

With deep understanding of the requirements come to know by studying the different processes for effective execution of Organizational Development programs, a budget is created with lots of brain storming and approved by the Leadership.

## AREAS OF EXPERTISE

- Recruitment and selection process
- Talent Management
- Internal and External Communication
- Leadership and Development
- Drawing the long term training strategy for the organization to develop 1700+ employees.
- Measure Post Training effectiveness

- Identify and negotiate with vendors
- Team management
- Coordinating with HOD and identifying the training need across location.
- Ensure corporate training programs implemented at the unit levels and preparation of annual calendar.
- Coordinating calendar programs (Technical and Behavioral) and project specific training based on the requirements from the project.
- Planning and implementation of department required based training.
- Standardization of training across the unit.
- Expertise in Budgeting
- Coordination with identified faculty and trainees, ensuring the conduction of sessions planned feedback collection and ensuring the conduction of test for all trainings.
- Taking care of induction and training & development

## SKILLS

Performance Management	Negotiation	Budget Planning	Stakeholder Relationship	Report Generation	MS Office
Training & Development	Conflict Resolution	Recruitment	Coaching and Mentoring	Budget Development	Photoshop
Employee Relation	Talent Management	Team Building	Communication Skills	Project Management	Survey Tools

## WORK EXPERIENCE

### HR/OD Specialist

#### Shahi Exports Private Ltd

06/2016 – Present

One of the largest Garment Manufacturing Company across Asia with 5000 Crore turnover and capacity of 1Lac plus employees.

As the member of the **OD Center of Excellence** with Shahi Exports (which has annual turnover is INR 5500 Crore with around 1 lac employees. One of India's largest (Manufacturer & Exporter of Apparels / Garments) where my role was To focus on special talent related future critical projects, such as Leadership Development, mapping high performers/high potentials, designing a development path for future career progression and manage change effectively, design Employee Engagement Surveys, Recruitments and resulting initiatives and **support overall HR capability development**. As the part the Center of Excellence, I am responsible for Budgeting, Communication and creating Learning Manuals for all the above initiatives.

Organizational Development	Talent Management	Leadership & Development
Recruitment Employee Engagement Survey Cultural Alignment Learning Management System	Development Centre for Senior Leadership Group Career progression	Training Need Analysis Training Design, Result measurement Out Bound Trainings

## EDUCATION

<b>Bachelor of Technology (2012-2016)</b>	Dehradun Institute of Technology, Uttarakhand, India (Electrical Engineering)	Final Score: 73%
<b>Higher Secondary (2012)</b>	Kendriya Vidyalaya OLF, Raipur, Dehradun 'Central Board of Secondary Education'	Final Score: 78%
<b>Secondary (2010)</b>	Kendriya Vidyalaya OLF, Raipur, Dehradun 'Central Board of Secondary Education'	Final Score: 81.7%

## PERSONAL DETAILS

<b>Date of Birth</b>	:	24-02-1995
<b>Language Known</b>	:	English, Hindi
<b>Mailing Address</b>	:	H.No. 2312, Sector 28, Faridabad, Haryana