

## Work Experience

(April 16- April 18)

## Human Resource Generalist, Tata Advanced System Limited (TASL), Bangalore

(June 17 – April 18)

## Roles and Responsibility

- Training and Development, Project Management, Compliance, Performance Management System, Payroll Management
  - Conducted **workshops**/sessions for employees, organised behavioural training programs
  - Standardisation and updation of **Standard Operation Procedure** (SOPs) for the newly setup division of TASL
  - Preparation of **progress report** for the management and customers
  - End to end administration of performance appraisal cycle for the employees
  - Processing salary for 70 employees and ensure **compliance** with applicable labour laws
- Recruitment & Selection
  - Conduct interviews and **assessment tests** for hiring employees **across designation**
  - Conduct campus recruitment drive for engineers, hire quality technicians and drone pilots
  - Formulation of **contracts** for consultants, salary negotiation, offer letter release and onboarding
  - Preparation of Human Resource **annual budget** and **hiring plan** as per the business requirement

## Key Highlights

- Established HR systems and processes for a newly formed division of TASL
- Hired consultants, senior management team members upto General Manager level as per the **project timeline**

## Lead Business HR and Management Trainee, Tata Boeing Aerospace Limited, Hyderabad

(April 16 – June 17)

## Roles and Responsibility

- Facilitate **customer specific training**, conduct training need analysis and organise engagement initiatives as per policy
- **Compilation** and updation of HR quarterly report for all the Joint Ventures of the company in Hyderabad
- Formulation of Human Resource **Annual Operating plan**, conduct **manpower planning** exercise and **optimize** manpower cost
- Ensure timely completion of goal setting exercise and administration of **performance appraisal cycle**

## Key Highlights

- Designed **competency based** exercise for **assessment centre** as part of in house fast track career growth program
- Organised **outbound training** for more than six hundred employees within three months to improve intra departmental effectiveness

## Summer Internship

## Tata Steel Limited, Jamshedpur

April '15 – May '15

Title: Talent Management Framework for Tata Steel and Group Companies

Objective of the project was to have clear visibility of talent and enable seamless movement of high potential employees within the Group

## Key Highlights

- Studied systems and processes of established conglomerates which enables identification and movement of high potentials employees
- Developed a **framework** with a linkage to talent pipeline, **one year action plan** was recommended for the implementation of project

## Education

Year	Qualification	Institute	CGPA/ %
2016	MBA, Human Resource	Management Development Institute, Gurugram	6.24
2014	B.Tech. (Environmental)	Delhi Technological University	70.35
2009	XII, CBSE	DPS VasantKunj, Delhi	80.80
2007	X, CBSE	DPS VasantKunj, Delhi	85.40

- Qualified National Eligibility Test (**NET**) in the subject Labour Welfare and secured **98.15** percentile 2019
- Secured **98.37** percentile in Common Admission Test (CAT) 2015
- Secured rank within the Extended Merit List of IIT JEE exam 2010
- Awarded Blue Badge & Coat (Distinguished Meritorious Award) for being a consistent high performer at DPS VasantKunj, Delhi 2006

## Position of Responsibility

MDI Gurugram	<ul style="list-style-type: none"> <li>• Team members, Delphique, National Management Convention</li> <li>• <b>Sponsorship Vertical</b>: Secured Rs 325,000 worth of sponsorship for the convention</li> <li>• <b>Event Management Vertical</b>: Successfully organised the event by coordinating with suppliers, participants and other team members</li> </ul>	2014 – 16
	<ul style="list-style-type: none"> <li>• Student Coordinator, Counselling Cell</li> <li>• Responsible for maintaining entrusted environment for students &amp; resolving their concerns</li> </ul>	2014 – 16
Delhi Technological University (DTU), Delhi	<ul style="list-style-type: none"> <li>• <b>Event Head</b>, Innova, technical fest of DTU</li> <li>• Played a vital role in managing the event which witnessed a footfall of 7000+ participant</li> </ul>	2012 – 13
	<ul style="list-style-type: none"> <li>• Member, Go Green Society, <b>Environmental Club</b></li> <li>• Organised various <b>plantation drives</b> within the DTU's campus</li> </ul>	2012 – 13

## Extra-Curricular Activities

- Obtained certificate of excellence for the completion of a course study in Sustainable Development organised by **United Nations Conference on Sustainable Development (UNCSD)** Rio +20 India Certification Program, DTU 2013
- **Winner** of football and snooker tournament, Akshayam, an inter - college sports event, MDI Gurugram 2015

## Key Interests

Read articles on International relations, practise yoga and play snooker