***Profile***

* HRM professional with almost **Four years of experience**
* Currently working in Drift Financial Services as a HR Head.
* Working with **Samrat Trades** as a HR Head from Jan. 2018 till Oct. 2018
* Working with **Immortal Research** as **Head HR** since April 2017
* Worked with **Capvision Investment Advisor** as **Manager HR** from September 2016
* Worked with **Capital Vista** as **HR recruiter** from January 2015
* Worked with **Consultadd inc. pvt ltd as assistant software engineer (recruitment+ marketing)** since June 2014

***Responsibilities at work***

* Designed policies and procedures to ensure company vision, mission and goals are achieved.
* Created and managed HR budget.
* Coordinated with inhouse teams to identify vacancies; screen, interview, and match applicant, background and reference checks, extend offerings and employee on-boarding.
* Worked closely with Finance department for payroll processing; planning, developing and implementing cost effective compensation program providing better coverage to employees
* Liasioning with the insurance company for Employees compensation for sickness, disability, injury
* Conduct regular HR sessions with the employees to keep them abreast with the HR developments, initiatives, organizational activities, addressing concerns,
* Organizing events to socialize, build professional relationships, develop team work and ensure consistent behaviours
* Compliance with Labour laws of the territory
* Coached managers on leadership topics and mapped staff accountability to performance
* Ensured HR audit successful completion
* Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.

***Key Skills***

* Reingineering processes and leveraging technology to drive down HR delivery costs while improving effectiveness
* HR Policy Formation and implementation
* Manpower Planning and recruitments
* Employee Onboarding, Induction and training sessions
* Designing Compensation Plan
* Developing training programmes to ensure constant learning and development of employees
* Employee grievance handling and implementing disciplinary policies
* Payroll maintenance and Performance appraisal
* People management
* Proficient with MS Office: Excel, Word, Outlook, & Power Point

***Academic Credentials***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Qualification** | **Year of passing** | **Institution/Board** |
| MBA  | 2016 | DAVV University |
| B.E. (CS) | 2014 | SVCE |
| (12th Class) | 2010 | NDPS(CBSE) |
|  | (10th Class) | 2008 | NDPS(CBSE) |

***KUDOS***

* Lead change management and HR initiatives to drive stronger competitive advantage
* Reengineered fragmented HR processes, modified internal policies and improved employee training
* Provided outstanding Executive Recruiting and Management services by developing search specifications, launching numerous sourcing strategies to fill positions.
* Designed and delivered bi-monthly leadership development workshops, leading to improved relationships, ownership of tasks and activities and better communication between and by the top 40 people in the workforce

***Declaration***

I hereby declare that the information mentioned above is authentic to the best of my knowledge.

 Sd/-

 **Harpreet Kaur Dang**