**VRANDA CHOUHAN**



Prelude

Experienced Human Resource business professional skilled in Talent Acquisition. Also, aspiring for opportunities to employ the learnt skills in implementing new strategic ideas in organization - rendering in smooth corporate management with utmost productivity providing strong chance for career enhancement and professional growth in the field.

Skill Highlights

|  |  |
| --- | --- |
| * Interpersonal Skills
* Relationship Management
* Adaptable
 | * Quick Learner
* Team Player
* Critical Thinking
 |

Experience |1.7 Years

**Executive HR** – Sep 19 to Present

**Appalto Electronics Pvt. Ltd., Indore**

 **Recruitment & Talent Management**

* + - * Hiring through ATS/HR Software & Social media platforms (Sourcing, drafting & posting on Naukri, LinkedIn etc)
* Design & implement Recruitment Strategies (Campus Drives)
* Assist to monitor employees contribution and overall performance for further succession planning.

 **Interviews & On boarding**

* HR Interactions for Salary negotiation (mid to senior level), Employee Compensation and other benefits.
* Organize Inductions, enroll new hiring on board, training formulation & conduct exit interviews.

 **HRBP**

* work with sister concern companies to attain Talent Management.
* Coordinate with senior management for developing HR strategies & Policies for smooth employee management.
* Design policies for employee engagement & job satisfaction.

 **Scheduling & Budgeting**

* Coordinate with Senior Management to plan & manage Man Power Requisition.

 **Employee Relations & Grievance Handling**

* To incorporate Psychological Concepts to sort issues and plan Training Sessions.
* To assist in issues related to Compensation & Labour laws.

**Recruiter Talent Acquisition** – March 19 to August 19

**Elite Investment Advisory Services, Indore**

Internships

**Havells India Ltd. | 2018**

Human resource functions, policies and Acts enforced.

**Indore Municipal Corporation | 2018**

Student Ambassador at Govt. live project “Swacch Bharat”

**UltraTech Cements | 2016**

Automatized Process implementation of PLCs and Relays for cement manufacturing from its raw material.

Contact

 Indore, MP, India

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Education

**MBA ( Human Resources)** 75%, DAVV, PIMR, Indore |2019
**BE (Electronics & Communication)** 75%, RGTU, AITR, Indore |2017

12th | CBSE - 72% | 2013

10th | CBSE - 76% | 2010

Languages

English

Hindi

Certifications

ISOEL, United States From AITR, Startup Canvas Model |2015-16

C, C++