

PRIYA VERMA

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Seeking an opportunity to serve in such an organization in which I can apply the knowledge and skills gained so far and can acquire new skills and perspective. Address and anticipate any human resources-related needs. Specialize in serving as a consultant to management on human resources-related issues.

Highlights

- Employee Engagement
- Organizational Design
- Consultation
- Talent Management
- Performance Management
- Employee Referral Programs
- Interviewing & Negotiation
- Process Optimization

Accomplishments

- Oversaw the people agenda for a major restructuring exercise impacting 130 employees
- By effectively introducing and implementing employee referral program, contributed 40% head count to recruitment.
- Maintained a healthy retention rate .
- Served as a head of the department and undertook major HR process restructuring activities resulting in better services to the employees
- Appreciated by top management and External ISO Auditors for exemplary performance and creativity
- Played a key role in ensuring the successful launch of talent track- being solely hiring manager and build up an Organization by filling all human resources across the departments in PAN India.
- Recruitment: Handling end-to- end recruitment in each & every segment of the organization. Manage entire interview process including posting, sourcing, screening, interviewing and final selection.
- Entry Management: Joining Formalities, policy briefing, employee salary accounts etc. Ensuring their smooth induction & assimilation into company. Collecting feedback after their one month of joining and ensuring corrective action wherever required.
- Candidate Database Management: Maintenance of employee database both in soft and hard copies to capture all details of the employees.
- Employee Relationship Management: Addressing concerns of employees.
- Organizing events such as Birthday celebrations, Annual day celebrations, Festival Celebrations, Indoor and Outdoor Tournaments etc.
- Attendance Management: Maintaining the attendance and leave records of all the employees.
- Appraisal management: Facilitating the performance appraisal process, maintaining records of appraisal ratings and initiate real time promotions

Professional Experience

Human Resources Executive
Intech Systems Pvt Ltd

Oct 2020 to Present

- **Strategic planning and implementation:** - Performance Management, Employee Satisfaction Management and Talent Management – ensuring programs are designed and deployed at the right time to ensure work culture and organization goals are nurtured
- **HR Management:** Oversee a talented team of HR Professionals and assist them achieve organizational goals, by ensuring day to day processes are followed and employees issues and grievances are addressed and resolved.
- **IT Technical Recruitment:** Understand the requirements, source and line up the matching profile. Focus is on keeping the cost at minimum, meeting the timelines and try to surpass the expectations. Managing the database of the applicants and create a skill bank for future reference.

Human Resources Executive

Maxgen Infotech Pvt Ltd

Oct 2019 to May 2020

- **Employee Engagement & Retention:** Single point of contact and subject matter expert of the HR function, partner with Business Unit heads to create dynamic, proactive and high performing teams.
- **Learning & Development:** Deliver HR policies and benefit awareness trainings leading to better organization culture and higher output.
- **Diversity & Inclusion Management:** Ensure hiring decisions reflect diversity goals, by structured onboarding and organizational integration.
- **Performance Management:** Fortifying organizational goals by effective drill down, communications and performance enhancements tools & periodic tracking.
- **Succession Planning:** Identify high potential employee, organize development programs, create talent pool, and deploy.
- **Change Management:** Core team member to introduce new/updated processes, monitor reactions and results.

Human Resources

Webplanex Infotech Pvt Ltd

July 2016 to feb 2018

- **Organizational Effectiveness:** Oversaw people agenda for the organization restructuring. Create/streamline, and implement structured work processes (attendance, leave management, performance management, payroll, corrective action and more) in the HR department resulting in higher efficiency. Create leadership development program to develop next line of leaders.

Human Resources Manager
Sharp E Services

Dec 2014 to July 2016

- **HR Operations:** Ensure better customer service by improving results in areas like Reporting, Grievance management, Employee Orientations, Budgeting, Annual engagement survey, Employee event management, Administrative tasks, Investigations, dispute resolution, and Compliance management. Engage in annual strategic level tasks like strategic planning, policy development & Deployment, workforce planning, and Handbook revision.

- **Recruitment and Talent Management:** Partner with the recruitment team to meet the requirement by means of internal talent search, employee referrals, and be a active part of recruitment process.
- **Employee Engagement:** Handle talent management, grievance management, employee relations, retention and satisfaction management of employee assigned to footwear retail division.
- **Performance & Sales:** Ensure that sales targets are met week on week and take necessary steps to train and encourage team to deliver higher results.

Education

- **Post Graduate Diploma in Management (PGDBM)**
Nirma Institute of professional management | 2019- 2020
- **Bachelor of Technology (B.Tech) | Computer Science**
UP technical university | 2009 – 13.

