**Priya Arora – *HR, L&D Specialist***

## | Tel : +91-9990912467| � Email : priyaarora19@gmail.com|

 **CAREER SUMMARY**

## HR Specialist

* Have my hands on in managing employee data and file, new joinees onboarding, induction, exit interviews, HR communication, leave-attendance management, grievance handling, policy formulation, background verification, assisting Head HR.
* Performance Management System- Managed efficient & seamless deployment of Performance Management process and

ensured that performance & development reviews are accomplished in line with process metrics & timelines

* Manpower planning and requisitions – Worked closely with the talent acquisition team and business to build a strong internal team and bring structure to the business unit.
* Coordinated, managed and conducted massive walk-in drive interviews. Campus Hiring- End to End Campus Management

including pre-placement talks, managing panel, interviewers, logistics for recruitment, marketing and engagement events.

* Talent development and engagement – Managed the Rewards & Recognition framework including formulation of framework, execution and driving initiatives and engagement activities for employee development and engagement.
* Conducted induction programmes to give brief about policies, procedures and culture followed at company to the new

joiners. New joinees on-boarding.

## L&D Specialist

* Assisted the management team and L&D programme leaders for the Management training programme and Employee Development programmes in identifying training needs, trends, competency mapping, knowledge gaps and designing and scheduling programmes to meet them.
* Arranged and coordinated more than 100 classroom trainings, 1-o-1 sessions, action learning & e-learning with both in-

house and expert third parties.

* Extensively performed administrative functions necessary to deliver and document learning and development programs.
* Regularly generated monthly, quarterly and yearly reports.
* Independently developed training curricula, calendar, instructor manuals, learner guides, and other materials, and/or utilize purchased training programs that meet identified learning goals. Also have hands-on on LMS.

## Client Relationship Management

* Proactively managed multiple advertiser client accounts and maintained business relationships with media planners and buyers at ad agencies and with direct marketers.
* Hands-on within the front lines of the online advertising industry.
* Collaborated on a regular basis with world's major interactive ad agencies and direct advertiser, helped them achieve their marketing objectives.
* Worked collaboratively with the Sales Team and Product-Specialists on proposals to clients.
* Analyzed campaign objectives vs. performance data and identifying strategies for maximizing campaign ROI.
* Capable of **mapping requirements** of clients, Senior Management, Vendors/ Consultants & other Stakeholders for ensuring effective translation of business needs into technology requirements in adherence with company’s objectives.
* **Content writing** and **Proofreading** for Delhi University, NIFT research scholars, professors and research papers and

various other government research reports.

**CORE COMPETENCIES**

**WORK EXPERIENCE**

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| * Client Relationship Management
 | * Stakeholder Management
 | * Learning & Development
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| * Training Execution
 | * Training Coordination
 | * HR Operations & Coordination
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| * HR Induction
 | * Recruitment
 | * Employee Development
 |
| * Mentoring
 | * Event Management
 | * Proofreading
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| ***Company Name & Location*** | ***Role*** | ***Tenure*** |
| *Exponential, Noida* | *Asso Account Manager* | *From July-2018 to March-2019* |
| *Appster LLP, Gurgaon* | *HR L&D Specialist* | *From Jan -2017 to June 2018* |
| *NIFT, Delhi* | *Guest Faculty* | *From Jan - 2016 to June-2016* |
| *White Pixels Pvt Ltd, Delhi* | *HR Assistant* | *From Sept - 2014 to Sept -2015* |
| *M.E.R.I Institutions, Delhi-NCR* | *Training & Placement**Officer* | *From Aug - 2011 to Aug -2014* |

#  EDUCATION

## Masters of Business Administration (MBA) - HR & Marketing, June 2011, 2014

*Symbiosis, Pune*

## Bachelor of Technology (B.Tech) - Electronics & Communication Engineering, June 2009

*Kurukshetra University, Kurukshetra*

#  ACHIEVEMENTS

* Recognized for High Performance and Ownership as L&D expert at Appster
* Awarded as Rookie of the year, 2017
* Organized and lead Fresher’s Induction & Training Programme at Appster
* Secretary Faculty Club. Organized International Conference and participated as head stage coordinator. Also, actively handled college festivals, Entrepreneurship camps and Blood donation camps twice at M.E.R.I.

#  STRENGTHS

Team Player, Self-Motivated, Energetic, Good Communication Skills.

**Date of Birth:** 19th December, 1987

**Language Known:** Hindi, English

**Resd. Add:** Flat #4D, Jain Akshaya Apartments, Plot #51 & 52,Camelot Layout, Botanical Garden Road, Kondapur, Telangana – 500084