

SMRITI SINGH BAGHEL

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Career Objective

To obtain a position in an organization that provides me an opportunity to be an astute learner and to utilize my knowledge coupled with experience to convert organizational goal into reality while ensuring a steady growth for self. I believe that **once you are in the organization own it like it yours** and with this belief I would like to work with full dedication, hard work and constant endeavor to perform better and give result.

Academic Record

Qualification	Year	Board/University	Institute	Percentage
MBA	2019	DAVV	Institute of Management Studies Indore	83.33
B.Com (Hons)	2017	DAVV	MKHS Gujarati Girls College Indore	67.8
XII	2014	CBSE	Gyanodaya Vidya Mandir	80
X	2012	CBSE	Gyanodaya Vidya Mandir	85.5

Work Experience

Reliance JIO (Feb 2019-Till)

Designation: Area HRBP (Indore & Ratlam Zone)

Role: HR Business partner for 1500+ employees

- Overall **responsibility of hiring** Sales, construction, technology and support function. within defined TAT and quality parameters
- Continuously focus on **creating bench for bulk positions** through campus and other channels
- Drive **Performance Management** and Rewards
- Carryout basic **HR joining formalities** along with Induction & Training for new joiners
- Manage and monitor end to end **employee lifecycle** of the employees and ensure regular cadence and accountability of HR KPI's and HR initiatives
- **Talent Review** Outcomes & CDF Internal Movements and Transfers
- **Retention Management** Exit Interview, F&F Settlement

- Drive **Health and Wellness initiatives** Policy and Claim management. Mediclaim, insurance etc
- **Visit JC's & JP's** to understand operation related challenges and assist them with resolution
- Ensure basic **HR Hygiene** and Lead overall HR activities of the Area and responsible for **Area Scorecard** and overall KPIs

Internships and Projects Undertaken

- Undergoing part time HR internship from **Oravel Stays Private Ltd.(OYO) Indore (M.P).**
- Undertook 45 days Internship from **Eicher Engineering Components (VE Commercial Vehicles Ltd.) Dewas, Indore (MP).**
- Project on **“Training Effectiveness Evaluation”.**
- Undertook 15 days Training Programme in **Mycem Cement, Prop:Heidelberg Cement India Limited Narsingarh, Dist. Damoh (MP).**
- Key Learnings : Training Effectiveness Evaluation, Recruitment and Hiring, Employee Engagement, Documentation, EHS Audit Work.

Additional Proficiencies

Computer Knowledge : Advance Ms Excel, Ms Office, Basic Knowledge of Java and Mysql, Basic Knowledge of SAP

Projects Undertaken During MBA

- Prepared Research Report on **“Psychological Well Being at Workplace”.**
- Being a Part of Human Resource Development Assignment prepared write-ups on given topics.

Team Building and Corporate Training Exercise

Cordinate the Corporate Training Exercise (of EEC) named **“KEHKASHAN”** an idea generation and team building programme at Nandan Kanan, Dewas .

Achievements and Curicullar Activities

- Was promoted from **Area HR Trainee to Area HR Deputy Manager** after completion of 1 year.
- Represented School as a Cultural Secretary at various Cultural Events at Regional level.
- Captain of House and cordinate various Inter House Competitions at School level.
- Secured II position in National Green Olympiad Exam.
- Has been the Speaker at various event at school and college.

Personal Profile

- **Strength** : Punctuality, Patience, Calm and Tolerance Attitude, Soft Spoken, Team Buiding
- **Hobbies** : Fond of Watching Mythological Series and Reading Ramayan and Mahabharata related facts, Making Handicrafts, Arty and Crafty items.
- **Date of Birth** : April 28th, 1996
- **Father's Name** : Mr. Rudra Pratap Singh
- **Mother's Name** : Mrs Sita Singh
- **Languages Known** : Hindi, English
- **Permanent Address** : 96 Block no.3\22 Staff Colony Narsingarh Distt Damoh (MP)
- **Contact** : 7049890966/9770908252

Declaration

I hereby declare that all the information given by me is true to the best of my knowledge.

DATE

PLACE : INDORE

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