

# MEENAKSHI BISHT



**Present Add: A-16, Fire Station Bhikaji Cama Place, New Delhi-110066**

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## PROFILE AT GLANCE

Performance driven professional with **7+ yrs.** of exciting experience in handling entire gamut of hardcore HR.

Expert Domain 	Core Competencies 
➤ Training & Development	➤ Competency Mapping
➤ Recruitment	➤ Communication Skills
➤ Induction of New Joiners	➤ Interpersonal Skills
➤ Employee Engagement	➤ Innovation & Creativity
➤ HR MIS	➤ Analytical Skill
➤ PMS	➤ Interpersonal Skills
➤ Organisational Development	➤ Analytical, Communication

## PROFESSIONAL EXPERIENCE

### **TechTonic Media (India) Pvt. Ltd Delhi as a Sr. Hr Since Dec. 2020 till date**

- ❖ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- ❖ Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- ❖ Ensuring new hire paperwork is completed and processed.
- ❖ Responsible for preparation & maintaining Training Budget.
- ❖ Selection of Training as per Business need, Vision, Mission & Objectives of the company.
- ❖ Training Need Identification through Competency Mapping.
- ❖ Preparation of Training plan. (Annual Training Plan & Monthly Training Plan)
- ❖ Maintaining Training Calendar with prioritized list of programmers.
- ❖ Judging the training effectiveness of training through Kirkpatrick Model & for technical trainings through the improvement projects.
- ❖ Develop Training modules for soft skill trainings.
- ❖ Provide Training to employees on Soft Skill/ Behavioral topics.

### **Recruitment & Selection**

- ❖ Manpower planning as per business plan and updating organizational chart after filling vacant position.
- ❖ Preparing and maintaining Job Description.
- ❖ Updating Organizational Structure on monthly basis.
- ❖ Designing Aptitude test papers for candidates appearing for Interview.
- ❖ Responsible for entry & lateral level recruitment up to senior management.
- ❖ Job Postings & making searches through job portals.
- ❖ Preliminary screening and salary negotiations with short listed candidates.
- ❖ Issuing Offer Letter, Appointment Letters & Confirmation Letter, welcome mails, conducting Background verification of new joiners.
- ❖ Maintain & Update personal files of Staff employees.

## **Induction & Orientation**

- ❖ Designing Orientation schedule for employees at different Levels separately.
- ❖ Making the new joining understand the Vision & Mission of the Company.
- ❖ Making them aware of the organisational culture/ Policies & Procedures.
- ❖ Preparing Schedule for Induction.
- ❖ Formal Introduction to all.
- ❖ Getting the Induction Feedback from Employees.

## **Performance Management System**

- ❖ Filling & distribution of appraisal forms to all employees.
- ❖ Collection and follow up with the concerned departmental head.
- ❖ Analyze the information related to the performance and potential of individuals.
- ❖ Making Excel & Compiling Data as per HOD Rating.

## **Employee Engagement & CSR**

- ❖ Celebrating Individual Birthdays of employees.
- ❖ Coming out with themes for celebrating different Festivals/Occasions.
- ❖ Organizing Different Intra-unit sports activities and celebrate cultural events.
- ❖ Organizing Different CSR activities.
- ❖ Celebrating & Organizing Events as per the event calendar.

**Evision Legal Solutions LLP Panchsheel Park (Delhi) working** as an Manager - HR since August 2019 till Oct. 2020

## **Job Responsibilities:**

### **Training & Development**

#### **For Staff & above**

- ❖ Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- ❖ Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- ❖ Ensuring new hire paperwork is completed and processed.
- ❖ Responsible for preparation & maintaining Training Budget.
- ❖ Selection of Training as per Business need, Vision, Mission & Objectives of the company.
- ❖ Training Need Identification through Competency Mapping.
- ❖ Preparation of Training plan. ( Annual Training Plan & Monthly Training Plan)
- ❖ Maintaining Training Calendar with prioritized list of programmer.
- ❖ Judging the training effectiveness of training through Kirkpatrick Model & for technical trainings through the improvement projects.
- ❖ Develop Training modules for soft skill trainings.
- ❖ Provide Training to employees on Soft Skill/ Behavioural topics.

## **Recruitment & Selection**

- ❖ Manpower planning as per business plan, and updating organizational chart after filling vacant position.
- ❖ Preparing and maintaining Job Description.
- ❖ Updating Organizational Structure on monthly basis.
- ❖ Designing Aptitude test papers for candidates appearing for Interview.
- ❖ Responsible for entry & lateral level recruitment up to senior management.
- ❖ Job Postings & making searches through job portals.
- ❖ Preliminary screening and salary negotiations with short listed candidates.
- ❖ Issuing Offer Letter, Appointment Letters & Confirmation Letter, welcome mails, conducting Background verification of new joiners.
- ❖ Maintain & Update personal files of Staff employees.

### **Induction & Orientation**

- ❖ Designing Orientation schedule for employees at different Levels separately.
- ❖ Making the new joining understand the Vision & Mission of the Company.
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- ❖ Preparing Schedule for Induction.
- ❖ Formal Introduction to all.
- ❖ Getting the Induction Feedback from Employees.

### **Performance Management System**

- ❖ Filling & distribution of appraisal forms to all employees.
- ❖ Collection and follow up with the concerned departmental head.
- ❖ Analyze the information related to the performance and potential of individuals.
- ❖ Making Excel & Compiling Data as per HOD Rating.

### **Employee Engagement & CSR**

- ❖ Celebrating Individual Birthdays of employees.
- ❖ Coming out with themes for celebrating different Festivals/Occasions.
- ❖ Organizing Different Intra-unit sports activities and celebrate cultural events.
- ❖ Organizing Different CSR activities.
- ❖ Celebrating & Organizing Events as per the event calendar.

### **HR MIS**

- ❖ Maintaining MIS of Training & Development which consist, TNI achievement, Training Matrix, Training Man-hours Achievements, Status of Pending & Conduction of Trainings, Status of Training Budget v/s actual.
- ❖ No. of recruitments in a month, Status of Open vacancies, Summary of Exit and Entry analysis.

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### **PREVIOUS EXPERIENCE**

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**Quba Kitchens Ghritori, New Delhi Jan 2016 till May 2019** as a Manager - HR

### **Job Responsibilities Handled:**

- ❖ Recruitment
- ❖ Training & development
- ❖ PMS
- ❖ Employee grievances
- ❖ Employee Engagement

### **Training & Development**

- ❖ Responsible for Training Content Library, keeping & updating Training Modules.
- ❖ Maintain List of Training Faculties (Internal & External), along with Trainer Qualification, Contact details, etc.
- ❖ Responsible for searching outsource Training Agencies, Negotiations & finalization of rates.
- ❖ Responsible for preparation & maintaining Training Budget.
- ❖ Training Need Identification through Competency Mapping, Performance Appraisal, HOD Recommendation, as per Company's objective.
- ❖ Preparation of Training plan. ( Annual Training Plan & Monthly Training Plan)
- ❖ Judging the training effectiveness of training through Kirkpatrick Model & for technical trainings through the improvement projects.
- ❖ Develop Training modules for soft skill trainings & Deliver trainings.

### **For Workers**

- ❖ Preparation of **skill matrix**.
- ❖ Prepare Questionnaires along with HOD's.
- ❖ Identification of training needs on the basis of skill matrix.
- ❖ Preparation of Training plan & conducting trainings accordingly.
- ❖ Re-updation of skill matrix.

## **Recruitment & Selection**

- ❖ Manpower planning as per business plan, and updating organizational chart after filling vacant position.
- ❖ Preparing and maintaining Job description.
- ❖ Updating Organisational Structure on monthly basis.
- ❖ Get the Aptitude test for all new Joiners at all the levels ( **English, Quantitative, Logical**)
- ❖ Responsible for entry & lateral level recruitment up to senior management.
- ❖ Job Postings & making searches through job portals, **Naukri**, LinkedIn, References, etc.
- ❖ Maintain **Recruitment Tracker**.
- ❖ Preliminary screening and salary negotiations with short listed candidates.
- ❖ Issuing Offer Letter, Appointment Letters & Confirmation Letter, & update personal Files of employees & getting background verification done for new joiners.
- ❖ Sending Welcome Letters for employees.

## **Induction & Orientation**

- ❖ Making the new joining understand the Vision & Mission of the Company, organisational culture/ Policy & procedures.
- ❖ Preparing Schedule for Induction for all new joiners & getting Induction done.
- ❖ Getting the Induction Feedback from Employees.

## **Employee Engagement & CSR**

- ❖ Celebrating monthly Birthdays of all employees.
- ❖ Coming out with themes for celebrating different Festivals/Occasions.
- ❖ Organizing Different Intra-unit sports activities and celebrate cultural events.
- ❖ Organizing Different CSR activities.( Donating Cloths, Food, etc)
- ❖ Celebrating & Organizing Events as per the event calendar.

## **HR MIS**

- ❖ Maintaining MIS of Training & Development which consist, TNI achievement, Training Matrix, Training Man-hours Achievements, Status of Pending & Conduction of Trainings, Status of Training Budget v/s actual.
- ❖ No. of recruitments in a month, Status of Open vacancies, Summary of Exit and Entry analysis, Recruitment Tracker Sheet.
- ❖ **Trained approx. 700 employees on Soft Skill/ Behaviour Trainings.**

## **Behal Joshi And Associates Safdarjung Enclave New Delhi (Mar. 2013 till Oct. 2015)** as an Administrator cum Hr

### **Training & Development**

- ❖ Verifies that accurate room status information is maintained and properly communicated.
- ❖ Updating employee's information. Maintaining, monitoring, and preparing group requirements. Relays information to appropriate personnel.
- ❖ Works within the allocated budget for the front office.
- ❖ Enforces all cash-handling and check-cashing
- ❖ Conducts regularly scheduled meetings of front office personnel.
- ❖ Prepare performance reports related to front office.
- ❖ Monitor high balance guest and take appropriate action.
- ❖ Operate all aspects of Front Office computer system, including software maintenance, report generation and analysis, and simple configuration changes.
- ❖ Ensure logging and delivery of all messages, packages, and mail in a timely and professional manner.
- ❖ Maintain required pars of all front office and stationary supplies.
- ❖ Maintaining Inventories report on monthly basis.
- ❖ Hiring through job portals like LinkedIn, Indeed, Monster and Shine.

- ❖ Payroll Management and salary making for both internal and external employees.
- ❖ Manage HR departments (payroll, benefits & recruiting) for 80+ Employee Company.
- ❖ Approve leaves of absence, tuition reimbursement and workers' compensation requests
- ❖ Regularly update employee handbook with changes to background check requirements, on boarding and benefit packages

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**ACADEMIA**

**MBA** : Rajasthan Vidyapeeth University with **89% (2016)**.

**B.Com** : School Open Learning D.U. with **55% (2015)**

**Sr. Sec.** : **C.B.S.E.** Carmel Convent School with 69 %( 2012)

**Hr. Sec.** : **C.B.S.E.** Carmel Convent School with 70 %( 2010)

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**PERSONAL DOSSIER**

Date of Birth : December 1992  
Languages Known : Hindi and English  
Marital Status : Single  
Father's Name : Rajender Singh

Name:

Sign: