Akshi Dubey

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HUMAN RESOURCE GENERALIST

Start-ups | Acquisitions | Turnarounds | High-Growth Organizations

Strategic and innovative HR Executive with 7+years of experience, who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization’s greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Signature HR Qualifications

|  |  |  |
| --- | --- | --- |
|  HR Practices Employee Relations &DiversityTalent AcquisitionStaff Coaching & Mentoring | On-boarding & InductionsEmployee Performance Improvement Leadership DevelopmentHR Policy, Process & Systems Design | Recruitments Workforce Planning &DevelopmentM&A Strategies & Due DiligenceOrganization-Wide Consensus Building |

Disciplined and flexible problem-solving approach that balances business goals with employee

needs.

# PROFESSIONAL EXPERIENCE

 **HCL Technologies Ltd.** | Lucknow, India | May’2017 –Sep’2018

HR Executive – Onsite & Off shore On-boarding and Inductions.

Recruited to execute all pre-joining processes. Assisting senior executives to develop new business initiatives, foster employee engagement, and mobilize talent.

* HR Organization Leadership: Directed HR professionals in staffing, recruitment, benefits, executive compensation, training, leadership development, succession planning, HRIS, and regulatory compliance. Heavy emphasis on rapid HR changes and transformation programs.
* Recruitments and Pre-joining Formalities: Responsible for handling Recruitments, Walk-in drives, Bulk Hiring, Interviews, On-boarding, Inductions and Trainings for both Onsite and Offshore locations.
* Acknowledging grievance: Responsible for conducting detailed investigations to complex employee relations issues and recommending solutions that are in alignment with the Company's core values.
* Employee Engagement: Creating a strong team presence, with consistent achievement in motivating and engaging employees building top performing teams in the organization improving employee retention and working relationships in all departments.

 **HHFS (Helping Hand Financial Services).** |Lucknow, India|**Sep’2013 – Aug’2016**

 Head – Human Resources

 Transformed HR into a true strategic business process in the aftermath of an end-to-end HR restructuring. Championed HR vision while maintaining sustainable HR infrastructure, systems, processes, and practices.

* HRIS Technology: Drove transition from outdated HR systems into a fully integrated HRIS platform. Instantly improved analysis, and planning capabilities while streamlining daily HR functions.
* Recruitments: Develop and update job descriptions and job specifications, Perform job and task analysis to document job requirements and objectives, Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc., Source and recruit candidates by using databases, social media etc., Screen candidates resumes and job applications, Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule, Assess applicants’ [relevant knowledge, skills, soft skills,](https://resources.workable.com/tutorial/recruiting-skills-training) experience and aptitudes, Onboard new employees in order to become fully integrated.
* Employee Motivation and Trainings: Reconciled a team that was experiencing employee morale issues. Interviewed team members and leadership; observed team meetings, created team building exercises and mandatory training. Developed and introduced employee initiatives including Employee Suggestion and Recognition and Uniform Rental Program.
* Workforce Expansion: Ramped up group of new employees from different part of the cities through recruitment drives and various online job portals

**P.N International** |Lucknow. India|**Feb’2013 – Sep’2013**

Executive – Human Resources

Joined new management team tasked with revitalizing instability, internal change, and restructuring. Supported corporate repositioning, guiding recruitment of technical, professional, and management staff.

* Workforce Integration: Integrated 30+ staff in the aftermath of 2 acquisitions, steering flawless workforce assimilation into core business operations. Contributed to profitable turnaround with bulk hiring’s. Established workforce through innovative full cycle recruiting strategies accomplishing consistent employment levels and led management with staffing recommendations.
* HR Consultant: Consulted with major online retailers to help them build both on-site and remote workforces. Created staffing models and recruiting strategies to meet each client’s unique requirements. Developed and maintained oversight on initiation, interpretation, and implementation of HR policies & procedures.
* Orientation & On-boarding**:** Coordinated the on-boarding process and worked on new hiring procedures in order to increase efficiency and reduce unnecessary expenses. Managed and completed all new hire paperwork; served as the first point of contact for potential employees. Resolved any on-boarding conflicts and regularly attended job fairs, workshops, and networking events.
* Staff Recruitment& Retention**:** Managed and organized all hiring processes from start-to-stop- recruiting candidates, assessing resumes, interviewing, hiring, and on-boarding all new employees. Strategically managed all social media accounts, promoting company and recruiting employees.

**RK Marketing** | Lucknow, India |**April’2010 – Dec’2012**

* Workforce Planning and Employment: Managed Staffing and on-boarding for administrative, customer service, sales and warehousing personnel. Hired to manage recruitment and staffing for start-up venture. Helped to build company from an empty suite of offices into a full scale operation. Created and implemented hiring policies, procedures, systems, and technologies to support company’s long term growth and expansion.
* HR Operations: Processed terminations, leave of absence requests, promotions, internal transfers, contractors and new hires. Assisted in full recruitment such as placing ads on internal/external job boards, arranging interviews, making job offers and organizing start dates. Maintained Ceridian HR system by posting new position, updating changes, and tracking applicant information.
* Training & Development**:** Created Recruiting/Hiring system, with emphasis on hiring to consistent core attributes streamlining the process. Developed employee training program and materials resulting in increased customer service and sales growth. Provided leadership, mentorship, applicable training and overall guidance for instructors resulting in a consistent yearly increase in the overall graduation rate for the company.
* Guaranteed compliance: Ensured compliance of human resource policy with all state, federal and local employment laws, as well as company standards, systems and processes in partnership with employment and labor relations departments.

 Akshi Dubey

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# EDUCATION & PROFESSIONAL CREDENTIALS

P.G.D.B.A **-** (HR & Finance) Symbiosis: 2010-2013

ICWA (Stage 1) **-** Institute of cost and works accountant: 2010-2012

B.com Degree **-** National University (Lucknow University): 2007-2010

Intermediate – Spring dale college (ICSE-2007)

High School – Spring dale school (ISC- 2005)

COMPUTER SKILLS and **CERTIFICATIONS**

* Microsoft Office (Word, Excel, PowerPoint, Paint), **Computer training from Institute of cost accountants** (LKO), HRIS applications,
* AMCAT certified.
* Certification in HR software from Udemy.
* Certification in HR Analytics from Udemy.
* Certification in Learning and development from Udemy.

PERSONAL INFORMATION

 Name : Akshi Dubey

 Father’s Name : Mr. CM Dubey

 Date of birth : 26th May, 1989

 Present Address : 24B/603, Powai Sahyadri CHS ltd., MHADA bldg., near SM Shetty school, Mumbai,400076.

DECLARATION

 I hereby declare that the details provided by me in this resume are correct and I have not omitted/

misrepresented any information.

 Akshi Dubey Date: