# DEEPIKA BHANOT

# HR Business Partner

### **2**:+918527658889

🔀 : dpkbhanot1@gmail.com

♀ : Gurgaon, GURGAON, Haryana.

### Date of Birth : 08/19/1989

Gender : Female Marital Status : Single Nationality : India

Results Oriented Human Resource Professional with broad experience in all areas of HR, including HR Operations, HRIS, and performance management and SAP. Highly responsible, organized, self- motivated with excellent analytical, communication skills. I have around 5.5 years of work experience in the human resource department. Human Resources Manager offering 8 years of management experience and development of high-performing teams through recruitment, training, organizational development and evaluation of performance. Strong record of accomplishment working with senior managers to build organization to meet performance goals. Strong background in directing hiring practices, designing pay structures, developing employee policies, managing employee payroll and benefits and working with executive team to develop talent acquisition and retention goals.

# Work Experience

# November 2019 - Sr. HR Executive Till Date

### **Continuum Global**

### Gurgaon, Haryana

- Partner with the business leadership team and support in driving organization design, workforce planning, succession planning, and learning and development and provide leadership including support for data/reporting.
- Manage administration of complete employee lifecycle including on-boarding, off- boarding, background verification of new hires, payroll processing and day to day HR operations.
- Analyze trends in employee turnover and employee engagement surveys and recommend interventions backed by data Drive specific engagement initiatives (targeted 1-1 discussions, focused group discussions, etc.) to maximize productivity and develop highly engaged teams Work closely with management and employees to improve work relationships, build morale and increase productivity and retention.
- Work closely with business leaders to provide strategic HR advice, recommending solutions and providing action plans aligned to business objectives.
- Managing staff and wellness initiatives, lead and partner CSR activities.
- Connect with employees through various forums including but not limited to 1:1, skip level and document the feedback from employees and coach managers and employees to enable a

positive environment and maintain a High- performance culture.

- Analyzing the training requirements with departmental heads and the management and develop training programs to improve the skills that are needed for growth of the company.
- Actively develops and maintains a pool of qualified candidates for current and future business needs.

#### November 2018 - Associate September 2019 Timesinternet

### Noida, Uttar

- Monitor Key HR Metrics and internal HR systems and databases and
  responsible for overseeing all the daily HR operations across PAN India.
  Praedesh
- Address employee's queries (on Day 1 of their joining, compensation, etc).
- Conduct employee Onboarding assisting new hires with initial welcome, conducting the orientation and induction session and helping them provide important information about benefits, payroll, career postings and company policies for Noida & other locations across PAN India.
- Help organizing training & development initiatives for internal employees for different businesses.
- Managing payroll for Off-role employees like Intern & Associates.
- Consistently follow defined HR processes, challenge steps that may not make sense / add value.
- Provided support for HR Systems, including data entry, system support and administration, year-end processing and system Audits.
- Managing HR Helpdesk tool
- Organize half-yearly and annual employee performance reviews

August 2015 - December 2016	HR And Accounts Assistant	
	Kurtosys Systems India Pvt Ltd	GURGAON, Haryana

## September 2012 HR Executive

October 2014	NTT DATA Global Delivery Services, IPB Info Services	Gurgaon, Haryana
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### February 2012 - HR Recruiter July 2012

IPB Infoservices

Gurgaon, Haryana

October 2010 - Junior Analyst

# 尽 Education

January 2018 - February 2020	Human Resource Management - Sikkim Manipal University		
	MBA	GURGAON, Haryana.	
July 2007 - August 2010	International Business - JIMS		
	BBA	New Delhi, New Delhi.	

# 🖬 Skills

Training	★★★☆☆	Grievance	★★★★☆
Development		Management	
Performance	★★★☆☆	Microsoft	★★★★☆
Management		Office	
Personnel	★★★★☆	Personnel	★★★★☆
Recruitment		Information	
		Systems	
Orientation	★★★★☆	Payroll	★★★☆☆
		Management	

# **L** Referees

Available on Request