



POOJA TIWARI

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Personal Data:

DOB : 07 May 1992
Sex : Female
Nationality : Indian

Languages Known:

English, Marathi & Hindi

Skills

HRIS
Adaptive Leadership
Effective Communication & Negotiations
Recruiting
Screening
On boarding
Performance Management
Multitasking
MIS
Flexibility
Problem Solving
Database Compilation

OBJECTIVE

A career opportunity that promotes my personal as well as professional growth and helps me to contribute effectively for the growth of the organization and to add values by leveraging my knowledge & experience

Professional Synopsis:

Sr. Executive(HR)

4 July 2016 – 19 Jan 2018

Aditya Birla Fashion & Retail Ltd (Pantaloon Division)

- HR Generalist: Retail Store HR Operations & Corporate Office HR Operations(West Zone).

HR manager

15 May 2018 - Sep 18

Shukla Enterprises

HR manager

1 Oct 2019 – Present

Truckbuddy (FTL Pvt. Ltd)

Professional Experience:

Talent Acquisition

- Conceptualizing and strategizing short term/long term manpower direction
- Searching and screening resumes of Team Members position & Line-up the interviews of candidates, other formalities, etc.
- Joining formalities (Responsible for Completion of joining formalities for all Grades.)

Induction, Training & Development

- Monitoring the execution of well-planned induction programs to enable the new employees reach productivity levels faster
- Identifying critical employee training needs, designs the monthly training calendar, supervising its execution and monitoring the effectiveness of training
- Coordination with L&D team for campus drive & Summer Interns of reputed management institute of Ahmedabad like Nirma University and Welignkar, Symbiosis and other insititues of Mumbai & Pune.

Performance Management System

- Identification of measurable Key Result Area's (KRA's) based on the past performance and current goals in consultation with the Assisting the Departmental Heads & Unit Head.
- Directing and monitoring the conduct of performance appraisal as per set schedules, provides technical guidance to appraisers, oversees proper documentation and timely decision making of related decisions
- Implementation & Coordinating for annual Appraisals of employees.

Compensation and Benefits

- Monitoring optimum utilization of the online attendance system and coordinating with the payroll department.
- Incentive Policies – Calculations, mapping & disbursement.
- Full and Final Settlement.

Employee Engagement

- Driving Reward and Recognition, employee engagement, HR announcement, corporate communication, etc.
- Managing grievances and diagnose problems to proactively implement solutions.

HR Audits

Accountable for various HR audits by company as well as third parties.

PROJECT

Campus Recruitment Portfolio

2 Months

Complete Execution of the process for hiring in 3 states of west zone.
Hiring for Asst Department Manager & Area Sales Manager.
Campus Recruitment for Final & Internship.

INITIATIVE

Meet The Pearl – Wherein a circulation with a small interview blend with fun is taken for candidates who qualify internal programs & are promoted.

Every Friday
circulated in all 55
stores of west zone
pantaloons

Business Gyan – Wherein a circulation is sent with an objective of enhancing business knowledge at store level.

Every Monday
circulated in all 55
stores of west zone
pantaloons

INTERNSHIP

Comniscient Group (Mumbai-Colaba)

2 Months (April – May 2015)

Recruitment & Selection:

- Sourcing & Screening candidates from various online portals like Evershine & Naukri.com.
- Lining up their interviews with respective functional heads.
- Once on Board – joining formalities & induction.

Employee Engagement:

- Organising Employee engagement activities with an objective
- Facilitated Rewards & Recognition during the Quarterly town halls

EDUCATION

PGDM-HR & IR

2016

International School Of Business & Media
AICTE
5/8 CGPA

B.A (English & Economics)

2013

CMS Girls Degree College
Lucknow University
57.77%

Higher Secondary Certificate

2010

Army Public School Chandigarh
CBSE
74%

Senior Secondary Certificate

2008

Army Public School Chandigarh
CBSE
72%

DECLARATION

I hereby declare that the above cited information is true to the best of my knowledge and belief.

