

PRACHI CHOPRA

HR PROFESSIONAL

OBJECTIVE

An HR Professional seeking a full-time position in a reputed organisation that provides both professional and individual growth, and a challenging work environment that would help foster my managerial skills.

PROFESSIONAL SKILLS

- Good Interpersonal Skills
- Organised
- Team Player
- People Oriented
- Dedicated

REACH ME AT:

Mobile:

9711728720

Address:

786, Saraswati Vihar, MG Road,
Gurgaon, Haryana - 122002

Email:

prachichopra95@gmail.com

WORK BACKGROUND

Senior Executive - HR

Sandhar Technologies Limited | Feb 2018 - Present

- Substantial experience in monitoring employee life cycle from Hire to Retire
- Recruitment - Job posting, CV shortlisting, Telephonic screening, Interview scheduling
- On boarding, Induction & Orientation of new hires
- Offer and Appointment letter management along with preparation of salary breakup
- Assist in the implementation of human resources policies and procedures
- Provide training's on POSH, Code of Conduct, 3M & Kaizen
- Confirmation / Trainee Regularization process
- Transfer process
- Completion of Exit formalities and preparation of experience letters
- Gratuity valuation
- Assisting with Performance Appraisals
- Preparation of monthly Corporate HR MIS
- HR Interventions - Voice of New employee (VONE), Employee Satisfaction survey & HR Help desk
- Conducting Internal HR audits to ensure accuracy and adherence to HR Policies and processes
- Employee Engagement activities
- Employee vendor code creation for reimbursements
- Bonafide Certificates
- Completion of FRRO documents for Foreign Delegates

HR Internships

Cloud9India Human Capital | Nov 2017

- Managing recruitment by candidate search, Job posting, CV shortlisting, telephonic screening, Interview Scheduling and offer management
- Managed MIS and resume database

Mahle Filter Systems (India) Pvt. Ltd. | July 2015

- Worked on the 'Great Place to Work' (GPTW) Institutes, Trust Index Assessment for building a better workplace.
- The objective was, to find out why the female employees have lower trust index in the organisation compared to male employees, using interviews and focus group discussions.

EDUCATIONAL BACKGROUND

University of Strathclyde, Glasgow, United Kingdom

MSc Human Resource Management | Aug 2016 — Aug 2017

Shyama Prasad Mukherji College, Delhi University

B.A (Hons) Psychology | 2013-2016

Ryan International School, Vasant Kunj

ACADEMIC PROJECTS

- Did my dissertation on Internal Corporate Communication during my masters course
- Took part in the Gurgaon Model United Nations (GMUN), held at the school level
- Took part in the Student Quality Circle (SQC) on Disaster Management, held in Mauritius

ACHIEVEMENTS

- Won Gold Award in the Chapter convention on Quality Circle (CCQC) and Excellence award in National Convention on Quality Circle (NCQC)
- During the IPO event of Sandhar, carried out all the arrangements for guest facilitation
- Attended the ACMA HR Conclave : Preparing the Industry for Next Generation Mobility.

IT SKILLS

- MS Word
- MS PowerPoint
- MS Excel
- Oracle HCM