**Deepika Bhanot**

Gurgaon, Haryana, 122003 8527658889

[dpkbhanot1@gmail.com](mailto:dpkbhanot1@gmail.com)

# Summary

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.

# Education

## Sikkim Manipal University

*Master's Degree*

*Graduated September 2018*

## JIIMS

*Bachelor's Degree*

New Delhi, Delhi

*Graduated August 2010*

# Employment History

## TimesInternet

*Associate*

1. Responsible for overseeing all the daily HR operations across PAN India.

Noida, Uttar Pradesh

*November 2018 –September 2019*

1. Responsible for creating processes to ensure the accuracy, timelines, completeness and consistency of data.
2. Monitor Key HR Metrics
3. Monitor internal HR Systems and databases.
4. Address employee's queries ( on Day 1 of their joining, compensation,etc)
5. Conduct employee Onboarding for Noida & other locations across PAN India and conducting the Induction sessions for them.
6. Help organizing training & development initiatives for internal employees for different businesses.
7. Coordination of new starter process which will include generating employee contracts, assisting new hires with initial welcome, conducting the orientation and induction session and help them providing important information about benefits, payroll, career postings and company policies.
8. Deliver on commitments, manage expectations & keep partners informed on progress 10.Manage the input & accuracy of all employee data across all systems
9. Managing payroll for Off-role employees like Intern & Associates.
10. Responsible for creating SAP IDs for all the new employees within Turnaround time.
11. Consistently follow defined HR processes, challenge steps that may not make sense / add value.
12. Provided support for HR Systems, including data entry, system support and administration, year-end processing and system Audits.
13. Managing HR Helpdesk tool
14. Organize half-yearly and annual employee performance reviews

## Kurtosys Systems India Pvt Ltd

*HR and Accounts Assistant*

Gurugram, Haryana

*August 2015 - December 2016*

* Managed broad range of HR functions including employee hiring/orientation, maintaining the database, personnel file.
* My role also involved increasing employee satisfaction, which was successfully achieved by way of coordinating employee engagement activities like festival celebrations, Fun Fridays and team outings.
* Assisted with employee performance evaluation and appraisals, termination processes, responsible for handling all communications related with promotions, EPF transfers, Full and Final Settlement and conduct Exit Interviews.
* Provided suggestions and assistance in preparing the HR Employee Handbook to include HR information and company resources.
* Preparing payroll for every month
* Acted as a point of contact for HR related issues/escalations and ensured issues were addressed in timely fashion and assisted in improving employee satisfaction.
* Member of Internal Complaint Committee to address concerns raised by employees.
* Worked on HR Shared Services division and processed HR transaction enquiries or issues.
* Have worked and resolved complex inquiries or issues escalated from departmental heads and HR Business partners.

## NTT DATA Global Delivery Services

*HR Executive*

Gurugram, Haryana

*September 2012 - October 2014*

* Worked on SAP i.e. on PA module to handle personnel administration. Conducts orientation and Exit interviews for the employees held responsible for team handling, checking quality and audit of all the transactions and take care of the Leave of absence, Transfers, Salary changes, Promotions, Rewards and Recognitions, Employment Verification and Terminations for the employees.
* Worked on tools like HRIS, People Soft, Lotus Notes and performed actions like new hires, terminations, title change, intercompany transfers on such tools respectively.
* Coordinating with employees in case of any issues regarding their benefits provided by the company and handling of their leaves; coordinate with finance team for payroll, taking care of Quality & Audit of transactions done by my team and follow up with legal team whenever required. Take care of background checks of the new employees.
* Coordinate with finance team and bank to prepare payroll and check the status of new account for new employees respectively.
* Take Exit Interviews and prepare F&F and coordinate with finance team to clear checks for vendors on timely manner.
* Handled a strength of 12000 employees of NTT DATA globally.
* Worked on tools like Lotus Notes, People Soft, and HRIS.
* Worked for HR Shared Services division handling employee grievances, time and leave management, insurance and all other HR Operation functions.

## Job Experts India a sister concern of IPB Info Services

*HR Recruiter*

Gurugram, Haryana

*February 2012 - July 2012*

* Screening & shortlisting the resumes from the database & portals like Naukri, monster, Times Job and updating the skill wise database of the prospective candidates regularly for the future requirements.
* Bulk mailing on the open positions, Job Postings on portals.
* Coordinating & scheduling the candidate’s interviews, Client co-ordination.
* Follow up on feedback, status of the profiles & update on placed candidates.
* Working effectively independently or as part of team.

## WNS

*Junior Analyst*

Gurugram, Haryana

*October 2010 - February 2012*

* Worked with leading market research organization Kantar Operations and the work is outsourced by WNS Global Services Private Limited for Clients: Millward Brown, Added Value & Research International.
* Analyze and document business research for various domains which incorporates the complete management of the verbatim information, processes and the data deliverables requested by the Clients.
* Working on the primary data to prepare reports for clients as per the requirement.
* Set-up studies on verbatim management application

# Hobbies & Interests

Dancing & Reading

# Professional Skills

**Management Skills** Competent

**Onboarding** Advanced

**Orientation** Advanced

**HRIS** Competent

**Employee Relations** Intermediate

# Languages

**English** Fluent