

Aditi Bhatnagar

C-84, Govindpuri, Gwalior (M.P) | Permanent
2111, Sector 46, Gurgaon (Haryana)|Current
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Objective

Seeking a position as an HR Professional where I can learn, work and grow with the Company. Aspiring to assist with HR procedures and hence to acquire comprehension of the HR modus operandi.

Professional Experience

IGT SOLUTIONS PVT LTD| GURGAON

Feb 2019 – Jan 2020: HR Consultant

- HR Process Digitization
 - Planning the strategy- identifying the requirements
 - Drawing and developing the digital vision
 - Coordinating with the vendor
 - Testing and implementing the digitalized process
- Onboarding
 - Gathering document checklist and recruiter profile of the new joiner
 - Checking and verifying all the documents
 - Initiating online onboarding
 - Distributing passwords
 - Communicating and informing the guidelines and task to be done
- Induction
 - Preparing onboarding kits
 - Processing paperwork (like Appointment Letter and Non-Disclosure Agreement)
 - Addressing new hire
- Background Verification
 - Initiating BGV pre and post Joining
 - Coordinating with the vendor (BGV Partner)
 - Closing internal reference checks
 - Escalating discrepant reports

SAGACIOUS IP | GURGAON

Sep 2018 – Oct 2018: HR Executive

- Recruitment
- Documentation
- Data maintenance

Internship

INTERGLOBE TECHNOLOGIES | GURGAON

“Attrition & Bench Management”

Jul – Sep 2017

- Learned implementation of theories related to:
 - Performance Appraisal
 - SMART Goals in PMS
 - Competency & Bell Curve in Appraisal
 - Attrition & Bench Management Policies
- Exposure to the working culture and ethics of organization

Education

MBA | HUMAN RESOURCE | JIWAJI UNIVERSITY

Prestige Institute of Management, Gwalior

- 2016-18
- 78.4%

B.COM | KRG COLLEGE | JIWAJI UNIVERSITY

- 2013-2016
- 70%

SCHOOLING | CARMEL CONVENT SCHOOL

- XII | 80%
- X | 64%

Technical Skills

- Hands on with MS Office Suite
- MS Windows 7 or advanced

Skills & Abilities

- Dynamic and Adaptable
- Team Player
- Keen Observer, Focused Thinker, Quick Learner
- Strong Interpersonal and Communication Skills

Achievements

- 1st position in Power Point Presentation Contest – Zero to Hero held at PIMG, 2016
- 2nd position in Marketing Orientation Competition- Becho toh Jaane held at PIMG, 2016

Co-Curriculum

EVENT ANCHOR

- Main Event Anchor for Technical Session of Human Resources in 9th International Conference 2018 held at PIMG
- Main Evening Anchor for 8th International Conference 2017 held at PIMG

EVENT COORDINATOR

- National Calling for International Conference 2017
- Debate Competition for Spandan 2016
- Street Play Competition for Spandan 2016

PARTICIPATION

- Boot Camp: "Enhancing Leadership Inside-Out"
- Virtual Share Trading Competition 2017
- "Professionalism Essentials" organized by INSEAD – Straight from the Heart 2017
- Financial workshop conducted by Karvy Hyderabad in PIMG, Gwalior

Personal Details

- Place of Birth: Gwalior, M.P
- Date of Birth: 27th April 1995
- Languages Known: Hindi, English

Declaration

I (Aditi Bhatnagar), do vouch for the authenticity of the above said.