



VAISHALI MAHARSHI

CAREER SUMMARY

A professional with 3+ years of experience introducing modern methods and techniques to improve organizational performance and employee experiences. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building, and relationship management

EDUCATION DETAIL

- MBA from Bharati Vidyapeeth Deemed University, Delhi
- B. Com (Prog) from Delhi University (SOL)
- Intermediate from Senior Secondary School Roop Nagar, Delhi in 2013
- Matriculation from Senior Secondary School Roop Nagar, Delhi in 2011

CONTACT DETAILS

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WORK EXPERIENCE

Senior HR Executive

Nov 2021 - Nov 2022

People Tech Group, Hyderabad

- Serving as a single point contact of HR aspects for the employees and managers in the BU.
- Responsible for Employee Life Cycle Management i.e., on-boarding, off-boarding, induction, training & development, etc.
- Efficiently maintaining the data of employees using HRIS Software-Greythr and preparing MIS Reports.
- Responsible for issuing various letters on request.
- Identifying employee training needs, monitoring the training programs to ensure that training objectives are met. Issued internship certificates on completion of the training.
- Driven certification program for associates across the organization, allowing them to be certified based on their technical skills and project requirements, hence increasing corporate efficiency
- Assisting managers in the areas of employee recognition and performance management.
- Designing employee engagement initiatives to maintain employee-friendly culture by conducting Indoor games, celebrating major festivals, feedback sessions and organizing webinars for physical and mental health.
- Handling Consultant payroll by providing inputs to finance and keeping the records of consultants.
- Maintaining records and coordinating with the Vendor for Insurance, ESI, PF and Bank Accounts.
- Managing and resolving employee grievances by conducting effective, thorough, and objective investigations. Developed and implemented quick, frequent surveys to assess employee attitudes and opinions.
- Responsible to conduct Background (BG) Verification as per Company policies for employees and coordinating with BGV vendors for verification of ex-employees.
- Worked proactively in the areas of diversity, attrition analysis, retention strategies, change management and communications.

Senior HR Executive

Sept 2019 - Sept 2021

Infinious Global Services Private Limited, Noida

- Prepared HR related reports and dashboards.
- Helped employees in smooth onboarding procedures by creating awareness of existing policies and procedures as well as introducing them to Team leaders and other Members.

SKILLS

- Communication
- Creativity
- Multitasking
- Managing Priorities
- Teamwork
- Learning Capacity
- Interpersonal Skills

LANGUAGE

- English ● ● ● ● ●
- Hindi ● ● ● ● ●

COMPUTER PROFICIENCY

- MS Excel
- MS Word
- MS PowerPoint

EXTRACURRICULAR ACTIVITIES

- Completed Diploma in Computer Application from Indira Gandhi Computer Shaksharta Mission in 2014.
- Received certificate and medal for securing second place for volunteering with Care Promise Welfare Society in 2007.
- Participated in many competitions and cultural events at school.
- Volunteer for Blood Donation Camp.

WORK EXPERIENCE

- Maintained a new joiner tracker, informed the respective department of new joiners, and made them aware of the infrastructure.
- Maintained employees' personal files and kept records of all documentation.
- Responsible for issuing various letters such as Appointment, Confirmation, Hike, Appreciation, Warning Letters, Termination letter, Address Proof Letter etc.
- Prepared Salary Sheets of all the employees every month, including deduction/payment details, leave & maintaining attendance, and providing inputs to HR Head.
- Execute all initiatives related to Employee Engagement Activities, Festival Celebrations, Fun activities, etc.
- Prepared and executed company policies for the smooth functioning of the organization.
- Provided training to employees and clients for the software.
- Managed performance evaluation and improvement.

HR Executive

Mar 2019 - Aug 2019

Disgen International Private Limited, Delhi

- Preparation of Tender, making and sharing daily reports regarding the tender progress, and performing all tender-related tasks.
- Developed and implemented HR strategies and initiatives aligned with the overall business strategy Bridge management and employee relations by addressing demands, grievances, or other issues.
- Developed and monitored overall HR strategies, systems, tactics and procedures across the organization.
- Managed all expenses which are related to office premises and initiating the reimbursement.
- Maintained attendance sheets which included payroll processing.
- Handled employee grievances and solved their queries.