RAINA

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**Date of birth: 16/07/1993**

**Languages known: English, Hindi**

***Looking for a Human Resources opportunity to showcase acquired skills***



***Key Skills :***

* Capable of solving problems using creative/innovative approaches.
* Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
* Excellent analytical skills;
* Able to plan and prioritize, work to deadlines and under pressure;
* Capable of paying careful attention to detail, exercising good judgment and accepting responsibility.
* Able to communicate with others and work in multidisciplinary teams.



***Skills Summary :***

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| --- | --- | --- | --- |
|  |  |  Follows New & Emerging | |
|  | Active Team Player |  | Technology |
|  | Supervisory/Management |  | Good Logic & Rationalizing skills |
|  |  |  | Problem Identification/Analysis |



***Experience:***

**Organization-Cactus Communications**

**Designation- Associate:Learning and Development**

**Period- May 2017 to Dec 2017**

Job responsibilities:

Managing logistics for L&D programs

* Co-ordination and communication with learners, faculty, senior team members and support teams (helpdesk & IT support) internally
* Co-ordination and communication with vendors (through helpdesk) E.g. Training to be conducted at external venue – Hotel/Training Centre
* Sending out meeting requests and reminder emails to learners, their managers and faculty
* Ensuring that logistics are in place – including room set-up, projector and laptop connections, speakers, stationery, program material, food etc.
* Ensuring that learners attend the session on time and tracking attendance

Managing Operational tasks

* Signing up learners for online courses
* Mail login details for online courses to learners
* Sign up learners from personality assessments (DISC, etc)

Assisting on L&D sessions/courses

* Facilitating the sessions based on the requirements
* Assisting the faculty with capturing ideas shared during the session on flipcharts and helping in conducting icebreakers, games and other activities (on demand)
* Assist L&D team on creating course material/content for various initiatives
* Collect and document feedback received from participants



In India, Bosch is a leading supplier of technology and services in the areas of Mobility Solutions, Industrial Technology, Consumer Goods, and Energy and Building Technology. Additionally, Bosch has in India the largest development center outside Germany, for end to end engineering and technology solutions.

**Organization - Bosch Limited Designation- HR Intern**

**Period- January 2017-February 2017( Internship as a part of the curriculum)**

Training in the areas of:\_ \* Recruitment

Raising an Indent, Resume selection, Telephonic interviews, Scheduling interviews etc.

\* Grievance handling/Industrial relations

Structure of trade unions, grievance handling procedures, Trade union functioning etc.

\* Workers participation in management

The trainee is aware of the different work councils/General councils that exist in Bosch Limited. Other than these, the trainee is well versed with the different committees involved like the Safety, Sports, Canteen management committee, Mico employee’s co-operative society etc.

\* Training and development

Training need analysis, Employee development tools, Career development dialogue, Competency mapping and skill matrix of employees.

\* Rewards and recognition

The trainee has conducted a Reward and Recognition program for Teams of Managerial and Superintendent staff. Presentations, Guest speaker, Certificates, vouchers etc. were arranged and coordinated by the trainees.

DHL Global Forwarding, formerly known as DHL Danzas Air & Ocean, is a division of Deutsche Post DHL providing air and ocean freight forwarding services.

**Organization - DHL Global forwarding Designation- HR Intern**

**Period –January 2016- February 2016**

Training in the areas of:-\* Talent Acquisition

Recruitment for senior to mid-level positions through job portals like Naukri and Monster, Coordinating with consultants and functional heads for scheduling interviews.

\* HR Operations

Making reports, presentations, MIS reports, filling of papers and Offer letter management.

\* Employee Engagement

Conducted the Republic Day celebrations and prepared for the Women’s day celebrations. Games, Mailers, activities, dress code and snacks were organized by the trainee.

Prepared an employee engagement calendar for the entire year that was shared with the admin and HR teams for future implementations.

**\*** Mini Project

Prepared a mini research dissertation with a sample size of 30 DHL employees on the topic “The impact and awareness of welfare benefits among the employees at DHL”

**\*** Performance management

Learned about DHL’s performance management system called “motiv8”. Studied the parameters of judging the employees performance and made reports on them.

Ensenanza LLP is an executive recruitment firm catering to the Banking and Financial services sector.

**Organization- Ensenanza LLP**

**Designation-HR RecruiterPeriod –April 2014 to May 2015**



\* Recruitment for senior to middle management positions in Investment Banking, Institutional Equities, Private Equity, Corporate Banking, Middle Office/Operations and Support functions.

\*Meet HR Directors/Managers and Business Heads and understand their requirements.

\*Screen resumes and short listing them as per client requirements.

\*Co-ordinate with client for interviews of shortlisted candidates, facilitating salary negotiations, follow up, counsel thoroughly to ensure placements.

\*Build continuous rapport with clients and candidates for a long term association.

\*Work on research projects like market mapping for clients or internal use.



**Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Discipline** | **University/Board** | **Grades/Marks** |  |
|  |  |  |  |  |
| **MSW Human** | Masters in Human |  | Pursuing(Above 65% |  |
| **Resources** |  |  |
| Resources |  | in the |  |
| **(MSWHRDM)** | Christ University, Bangalore |  |
| Management and | completed semesters) |  |
| **2015-2017** |  |  |
| development |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| **BA** | Sociology | St Xavier’s College, Mumbai | 65.57% |  |
|  |  |
|  |  |  |  |  |
| **SSC** | State Board | Maharashtra Board | 72.42% |  |
|  |  |  |  |  |

