



Bandana Choudhary

HR Manager

Highly motivated and results-oriented HR Manager with 2 years of work experience driving strategic HR initiatives, fostering a positive work environment, and ensuring compliance. Proven ability to excel in a fast-paced environment, build strong relationships with employees at all levels, and manage multiple priorities effectively.

Contact

Phone

7641902046

Email

bandanachoudhary100@gmail.com

Address

sector 39, Gurugram, Haryana

Social Links

LinkedIn: <https://shorturl.at/guQ34>

Education

Bachelor of Business Administration

2018-2021

IGTAMSU, Ziro, Arunachal Pradesh

Senior Secondary School

2017-2018

Frontier School, Ziro, Arunachal Pradesh

Core Strengths

- Strong Communication (written & verbal) for effective HR leadership).
- Proven Interpersonal Skills and Employee Relations expertise.
- Skilled Problem-Solving and Performance Management professional.

Technical Skills

- Recruitment Strategies (including IT recruitment).
- People and Workforce Management.
- Payroll, Leave & Attendance Management.
- Proficient in HR Systems & Compliance (PeopleSoft, HRIS).
- Compensation & Benefits administration.

CERTIFICATIONS

Inc42 FounderX - Current

Project Management - Coursera - 2023

Experience

HR MANAGER

Feb 2023 - Feb 2024

AegisCovenant. Gurugram

Strategic HR Leadership:

- Founded and scaled the HR department in a startup ecosystem, recruiting and onboarding a team of 85-90 employees across diverse roles.
- Championed a data-driven approach, implementing recruitment strategies that reduced time-to-fill by 15%.
- Designed a comprehensive onboarding program, boosting new hire retention by 20% within 6 months, reducing costs.
- Led performance management initiatives, driving employee and team performance improvements while fostering a positive work environment.
- Collaborated with leadership to develop and implement HR policies and procedures aligned with company goals.

Talent Management Expertise:

- Spearheaded the entire recruitment process for 83 hires, encompassing job descriptions, sourcing, screening, interviews, and onboarding.
- Developed and delivered industry training sessions, POSH programs, and onboarding programs for comprehensive employee development.

Operational Excellence:

- Established clear documentation and agreements, including employee agreements and appointment letters, to solidify the organisational structure
- Leveraged HR technology (HRMS) to streamline and automate HR processes, enhancing efficiency across recruitment, onboarding, payroll, and performance management.
- Achieved seamless communication across teams by spearheading the adoption of Keka and Slack alongside existing HR systems like SAP HR.
- Managed employee engagement activities, organising festivities, team outings (monthly and annual), and award ceremonies.
- Demonstrated exceptional organisational and people management skills, directing the day-to-day operations for a large workforce and ensuring transparent communication with the CEO.
- Single handedly managed all finances, including payroll and sole liaison with finance head.

OPERATIONS SPECIALIST

May 2022 - Jan 2023

Battery Smart. Gurugram

- Streamlined Business Operations by providing comprehensive operational support, ensuring smooth day-to-day functioning and optimizing efficiency.
- Developed and implemented innovative administrative procedures, leading to measurable improvements in productivity and streamlining workflows.
- Managed and coordinated operational projects, ensuring timely and successful completion within budget.
- Identified and implemented process improvements for continuous operational optimization.