

Aditi Mehta

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Career Précis:

Versatile, trained **People Professional** holding **8+ Years** of experience handling Management part, Training Part, Finance Part & Operational Part. Innovative and self-motivated professional with ability to easily grasp new ideas, concepts, methods, and technologies and integrate them into application. An out-of-the-box thinker with a flair for identifying & adopting emerging trends & addressing industry requirements to achieve organizational objectives.

Aspire to crave my career in an association with professional groups who offer me the opportunity for career advancement and professional growth. Also, to work in an environment where I can apply & enhance my knowledge and skills to serve the firm to the best of my efforts.

Professional Summary:

- A company oriented professional with experience of 8+ years as People Person in Managing and Training people.
- Result Driven professional with exceptional communication, problem solving and leadership skills.
- A real people person that builds on relationship.
- Meticulous Manager skills at juggling multiple tasks and working under pressure.
- Effectively managing all the Financial Activities of the company.
- Worked extensively in handling the sourcing, payroll & learning, and development process of the organization.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Good in Relationship Management
- Acting as an escalation gate to resolve critical issues of the team members.
- Ensure education and adherence of organizational policies and processes.
- Innovative initiatives to address business issues related to areas such as development, engagement, and retention.
- Managed all the cultural activities of the company and conduct Employee Engagement Activities
- Excellent ownership qualities with people motivating capabilities.
- Gave suggestions and implemented ideas for performance improvements in the existing system.
- Expert in recruiting the people, according to the company policy.
- Expert in handling all the software's related to HR, Finance & Operations.
- Introduce PMS in company to evaluate employee performance by using KPI's.
- Recognized for ability to identify continuous change actions to reduce cost, enhance quality, and increase productivity.
- Manage all the exit interviews.
- Conduct Internal Audit for improving Project Performance.
- Conduct Motivational Training& Leadership Development Training for employees to boost their morale.
- Bridging management and employee relations by addressing demands, grievances, other issues

Summary of experience:

Company	Designation	Duration
Valamis India Pvt. Ltd.	People Manager & Director	Nov 2022- Present
Valamis India Pvt. Ltd.	Human Resources Coordinator	Jan 2021 – Nov 2022
Eduncle India Pvt. Ltd.	Asst. Manager - HR	June 2017 – Jan 2021
ArcGate	HR Executive	Mar 2014 – June 2016
Instrumentation Limited	Graduate Apprentice Trainee	Jan 2013 – Jan 2014

Education:

Qualification	Discipline/Specialization	Board/University	Year
A.I.S.S.C.E (XII)	Science + Math Stream	CBSE	2008
B.TECH	Information Technology	Rajasthan Technical University	2012
PGDBA	Human Resource Management	Symbiosis Centre for Distance Learning	2016

Key Responsibilities Handled:

- Analyzing the requirement of organization.
- As being the Authorized Signatory of the company, handling Operational, HR, Legal and Financial activities of the company.
- Responsible for all making all the important decision of the company with the Top Management Team.
- Sourcing and Training of people.
- Responsible for On Boarding, Induction & Exit Program.
- Handling Grievances.
- Handling all the Government related activities of the company. And responsible for all the statutory compliances as well with the help of Finance Department.
- Proficient in making company policies.
- Analyze data to come up with insights on employee feedback.
- Having good knowledge of HR tool handling.
- Responsible for creating KRA's and PMS.
- Responsible for Payroll & Benefits processes, ensuring high standards of accuracy and quality.
- Develop and manage the ongoing advancement of the team.
- Leading and driving annual compensation review process.
- Work with the communications team to improve the employer brand in order to both maintain and increase candidate attraction.

Strengths:

- Strong communication and problem-solving skills.
- Patience and the zeal to learn new things every day which greatly helped me to accommodate myself with the Team and New processes.
- Enthusiastic and can produce results under deadline constraints.
- Many a times portrayed the Smart work with efficient speed.
- Enjoy new challenges and willing to take on extra responsibilities to get work done.
- Positive & Polite Attitude
- Amiable and Supportive
- Highly Motivated
- Handle situation with Maturity
- Having Sympathetic Attitude, leadership quality and a quick decision maker.

Personal Details:

Date of Birth 10th June, 1991
 Nationality Indian
 Gender Female
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