



Prachi Jain

A hard-working individual with three plus year experience in the Human Resource Department and keen on broadening experience with the ability to excel in challenging jobs, handle diverse functions, adapt quickly to changing trends and processes. A hard-working individual with three plus year experience in the Human Resource Department and keen on broadening experience with the ability to excel in challenging jobs, handle diverse functions, adapt quickly to changing trends and processes..



JP Nagar
Bangalore, Karnataka 560078



11.09.1996



7204389411
prachiseth1996@gmail.com

SOCIAL MEDIA



<http://linkedin.com/in/prachi-jain-7085a617b>

EDUCATION

04.2017 - 12.2019

Barkatullah University

MBA-HR & Marketing

12.2022 - present

IIM-Rohtak

HR Analytics Course

EXPERIENCE

03.2022 - present

Grihasoftware Technologies Pvt Ltd

Assistant Manager-HRBP

- **Talent Acquisition:** Manage the end-to-end recruitment process, including job postings, resume screening, interviewing, and hiring.
- **Employee Relations:** Build strong relationships with employees, provide guidance and support to resolve conflicts, and ensure a positive work environment.
- **Employee Engagement:** Develop and implement employee engagement programs, including recognition and reward initiatives, to improve employee satisfaction and retention.
- **Diversity and Inclusion:** Promote a diverse and inclusive workplace culture, and develop initiatives to attract and retain a diverse workforce.
- **HR Operations:** Manage HR processes and systems, including employee data management, payroll, and compliance reporting.
- **Metrics and Reporting:** Monitor HR metrics and provide regular reports to management to support data-driven decision-making.
- **Liaised with Service Providers/Vendors** for management.
- **Lead the efforts of HR digital transformation** by developing and designing each of the processes with the help of in house software team.
- **Handling Disciplinary cases** to maintain healthy environment of the organization.

10.2021 - 02.2022

Milann Fertility & Birthing Hospital

Sr. HR Executive

- Managed complete recruitment life cycle for sourcing the best talent from diverse sources after identification of requirements.
- Managed Induction, Orientation of the new joiner's as per plan.
- Preparing monthly/quarterly/fortnightly reports.
- Employee Engagement - Drive the employee engagement activities & strategies.
- Managing Payroll data.

04.2019 - 09.2021

NABFINS Ltd

Jr. HR Executive

- Talent Acquisition: Manage the end-to-end recruitment process, including job postings, resume screening, interviewing, and hiring.
- Leave and Attendance management.
- Employee on boarding & Exit management.
- Route cause analysis of attrition and solving the same with best possible method.
- Analysis on Manpower Requirement and Attrition
- Counseling / Grievance handling of the employee to maintain healthy work environment.
- Employee Relations: Build strong relationships with employees, provide guidance and support to resolve conflicts, and ensure a positive work environment.

HOBBY



Listening Music



Sketching



Badminton

PERSONALITY

Communicative
Creativity

Punctuality

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Effective interpersonal skills
- ✓ Talent Acquisition
- ✓ Employee Relation
- ✓ Employee Engagement
- ✓ Diversity & Inclusion
- ✓ HRIS

LANGUAGES

English



Hindi



SOFTWARE SKILLS

Word



Microsoft Excel



Power BI

