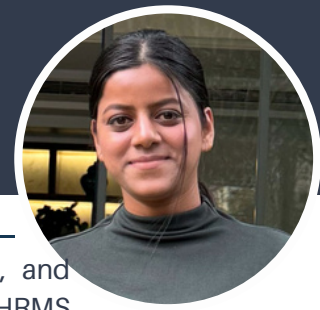


BABALI KUMARI

HR BUSINESS PARTNER



PROFILE

Result driven HR professional with 4 years of expertise in recruitment, talent management, and HR operations. Proven track record in streamlining processes, employee engagement, and HRMS implementation. Skilled in performance management and compliance with strong analytical abilities. Seeking to drive HR excellence through innovative solutions and strategic leadership.

WORK EXPERIENCE

Baxy Mobility | Gurgaon, India

Jan 25 - Present

HR Business Partner

- Designed and implemented 30-day onboarding program for **20+ new hires**, achieving **95% satisfaction rate** and reducing new hire **turnover by 25%**.
- Led HR digitization through **Darwinbox implementation**, automating some HR processes and **reducing manual workload by 40%**.
- Managed payroll data with **98.9% accuracy**, resolving **30+ employee queries** with a **24 hour response time**.
- Launched **3 employee engagement initiatives**, such as **On-the-Spot Rewards, Employee Loyalty Gifts, Appreciation Letters, and Business Vision Board Activities** resulting in **28%** improvement in engagement scores.
- Assisted higher management in **creating and implementing policies**, & managed post-recruitment seamless hiring.
- Identified stakeholders to align L&D initiatives with overall business objectives.
- Led the **PMS cycle for FY24-25** for **198 employees**, managing **360-degree feedback**, self-evaluation rollout, and increment letter generation.

GRG Accessories Limited - Welspun Gurgaon, India

July 24 - Nov 24

HR Business Partner

- Partnered with business leaders to align manpower planning with organizational goals, resulting in **95% fulfillment of critical roles**.
- Conducted 10 employee connect sessions, increasing employee engagement score by **18%** and policy awareness by **30%**.
- Collaborated with hiring managers to refine **competency-based interviewing**, improving quality of hire.
- Analyzed HR data from **500+ employees**, providing insights that led to improvement in recruitment efficiency and increase in internal promotions.

Jindal Steel & Power | Gurgaon, India

Nov 2022 - July 2024

Human Resource Associate

- Recruited **134 professionals** across **sales, finance, and accounts**, building a high-performing team.
- Spearheaded **campus hiring initiatives**, establishing key **stakeholder relationships** for efficient quarterly recruitment.
- Implemented **structured onboarding program** and tracked **recruitment metrics** such as time to fill & source effectiveness to drive continuous improvement.
- Organized **large-scale employee engagement** events to enhance workplace culture and retention.
- Managed **internal promotions** to support **career growth** and **talent development** within the organization.
- Successfully led the implementation of an **Applicant Tracking System (ATS)** to optimize and automate the recruitment process.
- Engaged in **vendor research & negotiations**, to shortlist two optimal ATS solutions aligning with the organization's needs.
- Recommended highly efficient ATS solution at **30 LPA cost**, yielding **₹20L annual savings** with **75% faster hiring**.
- Developed **KPIs to enhance as well as strengthen candidate screening** & align them effectively with organizational requirements.
- Assisted higher management in finalizing **whistleblower** and **performance improvement plan** policies for compliance regulation.

Human Resource Generalist

- Led **full-cycle recruitment** processes for leadership and entry-level positions, successfully managing **100% of talent acquisition** pipeline.
- Implemented weekly onboarding programs and standardized performance evaluation processes across departments
- Partnered with department heads to **develop strategic hiring plans** aligned with company growth targets and client requirements.
- Optimized HR documentation system, processing and **digitizing 1000+ employee records** weekly with **99% accuracy** rate.
- Spearheaded comprehensive induction programs for 40-45 new employees, ensuring smooth organizational integration.
- Managed end-to-end bulk hiring of junior professionals across multiple locations in India

INTERNSHIP

Share Khan, Delhi

Jun 2019 - Aug 2019

Human Resources Intern

- Handled resume screening, interview scheduling, job ads, and updated employee databases.
- Addressed benefit queries, coordinated company events, and analyzed expenses.
- Prepared periodic **HR reports** (recruitment, training & development) to support data-driven decisions.
- Conceptualized and prepared an employee tracking sheet for higher accountability.

ACADEMIC QUALIFICATION

Institute	Qualification	Year
IILM, Greater Noida	Master of Business Administration	2018 - 2020
Patna Women's College, Patna	B.Sc - Statistics	2015 - 2018

SKILLS | TOOLS

- Outlook
- Excel
- Leadership Development
- Power BI
- Applicant Tracking System
- Manpower Planning
- Microsoft Office
- HRIS
- Stakeholder Management
- Darwinbox
- Employee Engagement
- End to End Recruitment

CERTIFICATIONS

- Advanced Strategic HRM (Ongoing) - IIM Visakhapatnam
- Naukri Maestro Recruiter Certified - Naukri.com
- Excel - LinkedIn Skill Assessment Certified
- AI Tools Workshop Participant - Be10x

ACHIEVEMENTS & RECOGNITION

- Received "**Best performer**" award (2022) at **Jindal Steel and Power** for achieving 100% recruitment targets with industry-leading time-to-hire metrics in TMT Business.
- Earned special recognition for successfully conceptualizing and executing a high-profile corporate event, demonstrating exceptional project management capabilities.