

JASHANDEEP KAUR

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Summary

Dynamic HR business partner at Trident Limited with experience of onboarding and employee relation. Skilled in HR data management and effective communication, I successfully streamlined new hire documentation, ensuring a seamless transition for employees while fostering teamwork and collaboration across departments. Employee and team relations (addressing employee issues, managing grievances and increasing engagement)

Experience

HRBP (Human Resource Business Partner)

Trident Limited Home Textile Division, Dhaura Jan 26- march 26

Roles and responsibilities

- Strategic planning with business goals, serving as consultant to department heads.
- Talent management (assist in succession planning and employee development)
- Handle day-to-day HR tasks (implement policies or programs to reduce unnecessary absences and manage their impact.
- Employee and team relations (addressing employee issues, managing grievances and increasing engagement)
- Recruitment and onboarding
- Workplace and culture
- Daily deployment of members as per shift pattern
- Compliance management

PEOPLE OFFICER

Trident Limited Home Textile Division, Dhaura Sep 25- Jan 26

- Role and responsibilities
 - Managing the employee's lifecycle, acting bridge between business goals and staff needs.
 - Onboarding, performance management, employee relations
 - Organizing staff training
 - Maintaining employee records, ensuring compliance with employment laws
 - Employee rewards
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- Work with CPO to develop and implement initiatives that support the personal needs and professional growth of employees.

Recruitment & Onboarding Specialist

Trident Group Barnala

Feb 24- Sep 25

Worked on Success Factor

- Driving seamless pre-joining and post-joining processes to ensure a smooth onboarding experience
- Worked with cross-functional teams to achieve goals.
- Managing and maintaining detailed HR reports for decision-making.
- Created new hire packets, onboarding documents, and other necessary paperwork, including electronic signatures.
- Maintained records of employee progress throughout the onboarding process.
- Conducted employee onboarding, training, and performance management activities.
- Used data and analytics to improve company processes for recruitment, selection and onboarding.
- Managed time effectively to ensure tasks were completed on schedule and deadlines were met.
- Maintained accurate records of all new hire documentation in compliance with applicable laws and regulations.

Spoken English Teacher

Nrei Institute Sangrur Jul 2022-Jan 2023

- Facilitated interactive speaking activities to enhance language skills.
- Maintained records of student attendance and grades for evaluation purposes.

Internship

Solitaire Infosys Patiala 2021-Oct 2021

Project on Self-Management.

Award

Dream team Award

- Honouring and dedication toward building a Golden Trident

Skills

- Compliance management
- Multitasking
- Leadership Quality
- Time management
- Software knowledge
- Excellent communication
- Teamwork and collaboration
- HR data management
- Staff motivation

Education

Masters of business administration from PTU (MBA)

In HR and Marketing) with 79% (2022)

BHAI GURDAS INSTITUTE OF MANAGEMET AND TECHNOLOGY SANGRUR GHAWDA

Bachelor of Computer Application (BCA) from Punjabi University Patiala with 71.36 (2019)

DS DANI DEGREE COLLEGE BARNALA

Academic Education

10th ,10+2 from PSEB with 82.16%

Hobbies

- Sports
- Plantation
- Reading Novels
- Travelling

Language Known

Hindi

English

Punjabi

