CHANDINI MIRPURI

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Career Objective:

To work in an organization of repute, where I get to enhance my knowledge as this will help me to develop a better career for a bright future ahead. In addition to this, would also like to gain knowledge in my discipline so as to face the challenges. Also I would like to be oriented, and work for the betterment of the organization I belong.

Profile Summary:

- An HR Professional with more than 3 years of experience in Employee Engagement, Corporate Social Responsibility, Recruitment and On boarding & Learning and Development and previous experience of 1-year 3months as Purchase Executive for IT Department
- Previously associated with Mahindra Home Finance as Executive – HR
- Completed Master's in Commerce (Management)
- Possess excellent Interpersonal, Communication & Team Management skills.

Professional Experience:

Mahindra Home Finance: Executive- Human Resources 16th December' 2016 till 5th February'2020
Key Responsibilities: Employee Engagement, Corporate Social Responsibility & Learning & Development.

Employee Engagement:

- Internal Branding and Communication: Designing and driving various modes of communication to connect with the target audience.
- Contribute in Managing Internal and External Employee Survey PAN India
- Coordinate with Regional HRs by successfully executing Reward & Recognition Program Pan India.
- Responsible for tracking the current Engagement practices PAN India (Employee Engagement & Branch Visits Tracker)
- Submission of Monthly MIS to the concerned department.
- Employee Benefit Policies: Launching policies for employee welfare and rebranding the existing policies with timely intervention (Smartphone Loan Policy, Flexible Timing Policy, Leave Bank Policy, Reward Policy, Gift Policy)
- Designing and driving employee celebration calendar for pan India engagement activities (Festivals, Women's Day etc)
- Deriving the annual engagement calendar (Mahindra Events)
- Handling Employee Grievance Resolution PAN India & publishing reports on weekly basis
- Driving employee health & well-being programs
- Keeping a track and maintaining MIS of HR activities being done in PAN India on monthly basis

- Designing & Driving Fun at Work activities, Birthday celebrations, Rajbhog (Pot Lunch), Food & Talent etc
- Vendor management - Responsible for sharing PAN India employees monthly long service recognition, birthday & anniversary list with vendors for manufacturing and follow ups with the vendor also payments of the vendor.
- Employer Branding: Design and implementation of revamped Employer Branding initiatives

Corporate Social Responsibility :

- Drive Employee volunteering initiatives
- Prepare monthly CSR MIS for internal management review and CSR Board Committee, preparing award applications, newsletters and reports, co-branding with NGO
- Upload PAN India CSR data in the portal

Recruitment and On boarding :

- Recruit talent of all levels for Mahindra Rural Housing Finance Ltd.
- Created Job Description manual to align with MRHFL vision.
- Manage employee Referral Reward for PAN India on quarterly basis.
- Plan and coordinate external recruiting activities with requirements
- Manage the recruitment process over life-cycle including initial assessments, interview and offer.
- Use various recruitment channels to headhunt potential candidates and fill the vacant positions. (Naukri, Employee Referral, Internal Job Posting, Advertisement & Agencies))
- Liaise with the hiring manager of review the shortlisted candidates.
- Designed and Implemented JD manual, TA manual and Interviewing Skill manual.
- Plan and conduct new employee orientation to foster positive attitude toward organization objective.
- Communication with internal and external resources regarding pre-employment documentations, BGV, Biometric, Medical check-up, etc.
- Responsible for performing the on-boarding process for specific positions, updating and sending the contingent offer letter, setting it up the background check, medical check, enrolment in required system and other associate task.
- Develop and maintain MIS on end to end processes for tracking turnaround times and Source Mix and other processing areas.

Learning & Development:

- Assisting and coordinating with Regional HRs for conducting trainings PAN India
- Identifying training needs for employees (Functional, Behavioural & On the job)
- Facilitating the induction training for new hires
- Took initiatives to successfully implement Shubhaarambh- A learning app for the new joiners in the organization
- Preparing functional training calendar for PAN India in consultation with Business Heads & HODs
- Partnered with HODs and stakeholders to analyse training needs and identity performance improvement & capability development opportunities
- Partnering with external training agencies for implementation of planned training programs

- Assisted Project Leads for successfully driving strategic project such as Great Place to Work
- Coordinated for Great Place to Work Surveys and worked on its supporting documents.
- Tracking the training program & maintain the MIS.
- Conducted POSH (Prevention of Sexual Harassment) training program for PAN India.

Equus ICT Services India Pvt Ltd- Client Office (Mahindra Finance Head Office) as Purchase Executive
From 9ᵗʰ September'2015 till 13ᵗʰ December'2016
Key Responsibility: Procurement and payments of IT Department

IT Related Procurement & Payments

- Handling PAN India Procurement & payment of IT related products.
- Generation of new PO as per requirement, generation of payment request in OFAS (Mahindra Software.)
- Doing Payment Entries in BAMS (Mahindra Software.)
- Verification of documents per policy & forwarding to A/C dept. for process.

- Vendor coordination for quotation of IT related product, Follow-up for releasing of vendor payment & maintain proper data.
- Handling all Customers query via Phone & Email, handling all PO & payment queries of Pan India.
- Coordinating with IT teams & vendors for escalating issues during outages etc., Co – ordination with branches for consolidation of data for audit purpose.
- Handling manpower related exp. Like Salary
- Handling Pan India multifunctional devices data (MFD), Handling PAN India MFD Payment & coordination.
- Maintaining Data of Payments done to Vendors
- Handling Webcasting Events of Mahindra Finance
- Coordinating with the vendor and Zonal IT Heads of PAN India for the Webcasting Events.

Extra-Curricular Activities:

- Volunteered to join 'OASIS FOUNDATION' to help under privileged school kids for studies in 2013.

Key Projects Handled:

- Shubhaarambh Mobile Application: Technology based learning program designed for New joinees in an attempt to keeping them engaged through byte sized learning in the initial months of joining.
- Scholarship Program for students in rural areas: Handling SHABAASH-a scholarship program for class XII students in the rural areas of Tamil Nadu, Gujarat, Maharashtra, Rajasthan, and Madhya Pradesh & Karnataka
- GPTW- Great Places to Work: Handling all the supporting documents of all the processes.

Skills:

- Computer Proficiency: Word and Excel
- Willingness to learn.
- Teamwork: Enjoy working in both, Team environments and independently

- Problem solving: Involvement in complex, low-budget projects, with time constraints.
- Communication skills.
- Creativity
- Goal oriented: focus and drive for results.

Strengths:

- Hard Working
- Curious
- Positive Attitude
- Flexible
- Compassionate
- Fluent in English and Hindi

Educational Qualification:

Degree	Name of Institution	Year	Score/Grade
M.COM	Mumbai University	2015- 2017	B grade
B.COM	Mithibai Motiram Kundnani (MMK)	2014-2015	74% B grade
HSC	Mithibai Motiram Kundnani (MMK)	2011-2012	67%
SSC	ST. Joseph's Convent High School	2009-2010	64%

Personal Details:

Name: Chandini Vinod Mirpuri

Address: 10A/7, Navjivan Society, Mori Road, Mahim (W), Mumbai- 400 016

Date of Birth: 30th October 1994.
Languages known: English, Hindi, Sindhi & Marathi

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.