HEMLATA ARTANI
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Educational Qualifications:

Year	Degree/Qualification	University/Board/School, City
2021	PHD (Management)	ICG, Jaipur (Perusing)
2017-19	PGDM HR and Marketing	New Delhi Institute of Management, Delhi
2013-16	B. Com (International business)	ICG, Jaipur
2012-13	Intermediate (commerce): C.B.S. E	Ryan International School
2010-11	Matriculation: C.B.S. E	Ryan International School

Work experience

• **Soft Skills Trainer- IBS ICFAI University Freelancing (September 2024 – Present)**	• Conduct a Training Needs Analysis to assess the soft skills gaps among students at the business school. • Identify key areas of improvement based on student performance, feedback, and industry expectations. • Develop customized and interactive Classroom training programs focusing on essential soft skills like communication, leadership, teamwork, time management, and conflict resolution. • Conduct pre-assessments to understand students' baseline skills and post-assessments to evaluate their development after the training. • Refine and adapt classroom training programs based on insights derived from Training Needs Analysis (TNA) and Training Needs Identification (TNI) and al I also prepare students for Domain (subject) Interview.
• **Assistant Professor – August 2023 – Freelancing (Arya group of College Jaipur)**	• Develop and deliver skill training programs as per Student needs • Monitor and assess skill development in students • Provide individualized instruction and mentoring to students • Develop learning materials and resources for GD, PI , Debates & others • Organize and facilitate workshops, seminars and other events for college • Evaluate effectiveness of training programs for students • Keep up to date with industry trends and best practices.
• **Appentus technology Pvt .Ltd (4th July 2022 – July 2023)**	• Collaborate with hiring managers to identify staffing needs and develop recruitment strategies. • Source potential candidates through various channels such as job boards, social media, professional networks, and referrals. • Review and analyze resumes and applications to evaluate qualifications and match with job requirements. • Conduct initial phone screens to assess candidates' fit for the role and gauge

	their interest. • Schedule and coordinate interviews with candidates, hiring managers, and interview panels. • Conduct in-depth interviews to assess candidates' skills, experience, and cultural fit. • Administer skills assessments and tests to evaluate candidates' technical abilities. • Collect and maintain accurate candidate data in the applicant tracking system (ATS). • Participate in the selection process by presenting candidate profiles and providing insights to hiring teams. • Collaborate with hiring managers to develop competitive job offers based on market trends and internal compensation guidelines. • Manage the offer negotiation process, addressing candidate questions and concerns. • Ensure a smooth onboarding process by coordinating with HR and hiring managers to facilitate new employee integration. • Build and maintain relationships with universities, industry associations, and other talent sources to develop a strong talent pipeline. Employee Relations: • Act as a point of contact for employees, addressing inquiries and concerns regarding HR policies, benefits, and workplace issues. • Mediate and resolve employee conflicts, promoting a harmonious work environment. • Provide guidance to managers on employee-related matters and assist in handling disciplinary actions when necessary. • Assist in developing and implementing performance management processes, including goal setting, performance reviews, and feedback mechanisms. • Provide training and support to managers on performance management best practices. • Identify training needs and coordinate employee training programs to enhance skills and knowledge. • Support the development of training materials and conduct training sessions on HR policies and procedures. • Plan and execute employee engagement initiatives, such as team-building activities, recognition programs, and surveys. • Gather feedback from employees to identify areas for improvement • Handled all HR Generalist activities.
• **Institute of Directors (17th June 2019 - 9th April 2021)**	• Managed the Complete Recruitment cycle. • Handled Induction and onboarding process. • Managed learning & development processes to boost performance. • Managed Employees files & Confirmation process. • Administrated Leave approval and management system. • Coordinated salary process with accounts department at end of every month. • Organized Employee engagement activities. • Assisted in development and implementation of human resource policies. • Organized and oversee quarterly and annual performance reviews. • Managed employee's grievances.

• **Internship** (19 Nov ,2018 - March,2019) • **Summer Internship** (1May-30June2018**)**	• Ensured compliance with labor regulations. • Collaborated with vendors for smooth functioning of recruitment. • **Company: ACS** • **Consultants** • **Location: Jaipur** • Manage End to End Recruitment Cycle. • Work with More Than 25 + Companies for Pan India • Able to close Positions within a given Period of Time. • **Company: Ramada Hotel** • **Location: Jaipur** • **Project Title: HR Processes**
	• Executed Recruitment For3 positions • Screened over 20-25 Resumes • Arranged 10 interviews • Closed 2 Positions • Organized and Managed Induction Program • Executed Salary Process • Organized Employee Engagement Activities • Trained Employees • Organized CSR Activities • Organized posh meeting
• **Winter Internship (Nov 20-Dec 2017)**	• **Company: Dainik Bhaskar** • **Location: Jaipur** • **Project Title: HR Processes**
	• Executed Recruitment for 4 positions • Screened over 150 resumes on Naukri.com • Arranged 15 interviews • Closed 3 positions • Organized and managed induction program • Maintained document files of 240s of active employees • Arranged employee engagement programs
• **Live Project (Oct 3-Oct18,2017)**	• **Company: Airtel** • **Location: Delhi**
	• Responsible for sale of post-paid sim cards • Market research • Achieved the given target
• **Internship (Oct 8-March26,2016)**	• **Company: Deutsche Bank** • **Location: Jaipur**

	• Initial Public Offering • Soft Skills Training • Managerial skill

Certificates

HRBP Certification	(2023)
Cross Culture Management Certificate	(2018)
NSS Certificate	(2013-2016)
Fashion Designing Certificate	(2013)

Personal Details:

Date of Birth **:** 1-10-1994
Nationality **:** Indian
Marital Status **:** Single
Languages known **:** English & Hindi
Address **:** B-55, Shanti nagar, gujar ki thadi, Jaipur