ROHINI SAINI
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SKILLS

Employee Lifecycle Management (ELCM)	Recruitment & Talent Acquisition	Performance Management
Employee Engagement & Relations	Training & Development	Employee Engagement
HRIS & SAP	Compliance & Labour Law Management	Stakeholder & Vendor Management
HR Policy Development	Statistical Analysis (SPSS, Hypothesis Testing, PLS-SEM)	

PROFESSIONAL WORK EXPERIENCE

NTPC School of Business — **Noida, Uttar Pradesh**
Assistant Manager HR — **June 2022 - Present**

- Managed HR functions, including ELCM, employee data, recruitment, onboarding, and performance appraisals.
- Coordinated training, placements, and student activities, ensuring smooth administrative operations.
- Held additional responsibility as Assistant Public Information Officer (APIO) for the RTI Cell, ensuring compliance with RTI regulations.
- Worked with stakeholders to resolve and improve E-HR systems while maintaining accurate employee data using HRIS.
- Ensured compliance with statutory requirements and company policies.
- Managed SAP-related tasks, including employee data, self-service portals, and payroll.
- Contributed to in-house consultancy projects and HR policy enhancements.

Indian Institute of Management (Ahmedabad)
Research Assistant — **June 2021 - June 2022**

- Oversaw executive education programs and in-house consultancy projects of NSB.
- Managed HR responsibilities, including employee records, recruitment, onboarding, and appraisals.
- Led employee engagement initiatives and student activity teams.

Lakhotia Investments — **Jaipur, Rajasthan**
Admin Executive — **Feb 2019 - May 2021**

- Executed end-to-end HR and administrative tasks, including client relationship management.
- Collaborated with leadership to align HR strategies with business goals.

Reliance Jio Info comm Ltd. — **New Delhi**
Assistant Manager HR (Area HR South Delhi) — **Jan 2018 – Nov 2018**

- Worked on SAP & Tableau delivered HR management across Jio centres, focusing on recruitment, onboarding, and attrition control.
- Supported employee engagement, compliance, and HR governance initiatives.
- Training and Development, PMS, Exits of employees
- Handled on-roll and off-roll manpower, dealing with ESIC issues of employees

Giriganga and Balaji Corporation — **Mangan, Sikkim**
Trainer & Project Coordinator — **Mar 2017 - Aug 2017**

- Delivered leadership, motivation, and HRM training at Teesta Urja Limited.
- Conducted workshops on business communication and labour laws
- Conducted Outbound training

NTPC (Internship) — **Sholapur, Maharashtra**
May 2016 - June 2016

- Conducted a study on employee engagement and job satisfaction.
- Delivered actionable recommendations to management based on SPSS statistical analysis.

EDUCATION

- Ph.D. in Management (Pursuing) | Delhi Technological University, Delhi | 2023
- MBA (HR) | Amity University, Noida | 2015-2017
- B. Com (Hons.) in HR Management | IIS University, Jaipur | 2012-2015
- Diploma in Event Management | IIS University, Jaipur | 2012-2014

ADDITIONAL SKILLS & CERTIFICATIONS

- UGC NET Qualified (2021)
- PGDM (HR) | Tata Institute of Social Science SVE | 2018-2019
- Successfully implemented HR policies and engagement programs across various organisations.
- Delivered impactful training sessions, enhancing employee performance and motivation.
- Managed HR operations and compliance in high-pressure environments.
- Built and maintained strong relationships with external stakeholders, ensuring smooth operations.
- Effectively managed contracts, ensuring compliance with labour laws and company policies.