

RASHMI CHAUDHARY

Organizational Culture Development, Culture Transformation, Value-Driven Leadership, Change Management, Employee Engagement, Operations Management, Administration, HR Generalist

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Professional Summary

With over 11 years of experience, specialized in comprehensive HR management, organizational development, and talent strategy, I have worked closely with the University leadership having earned expertise in handling complex HR functions, daily operations, including managing the FRRO compliance process for Swiss colleagues and coordinating the smooth integration of expatriate workers. A key contributor to the Change Management Steering Committee, driving initiatives to support organizational transformation and operational efficiency. Adept at handling sensitive employee relations issues, driving leadership development programs, and optimizing recruitment, performance management, and employee engagement processes.

EXPERIENCE (11^{+} YEARS)

Working at Bhartiya Skill Development University (BSDU), Jaipur
Total Tenure: 04+ years

June 2021 Till Present
HR-HEAD/MANAGER

- Reporting to the President of the University.
- Supported the leadership of the university in building organizational strategies and implementing new initiatives. Played crucial role to promote a diverse and inclusive workplace culture.
- Lead and managed the HR team including oversee of payroll administration and ensure timely salary disbursement.
- Ensured compliance with UGC and labor laws related to wages and benefits.
- Developed and refined recruitment strategies to attract and retain high-quality candidates, addressing employee turnover and salary discrepancies.
- Successfully recruited and on boarded new employees, meeting critical staffing needs.

- Streamlined HR processes, resulting in a reduction in administrative workload.
- Contributed to the development of new HR practices and building organizational culture through the Subcommittee for Personnel, as part of the Quality First Project.
- Planned and implemented employee engagement initiatives.
- Prepared and implemented new HR policies, and procedures. (Travel Policy, Leave Policy, Leave Travel Concession Policy, New Pay Scales as per 7th Pay Commission)
- Designed and implemented performance appraisal forms and processes. Implemented revised performance appraisal processes and promotion guidelines, resulting in improved performance outcomes.
- Successfully managed the HR budget, staying within allocated parameters.
- Managed the recruitment process for multiple senior-level positions, including Dean, Senior Trainers, Registrar and managerial roles.
- Contributed to organizational development initiatives, including workload measurement and data management improvements.
- Prepared and executed various contracts and consultancy engagement documents.
- Handled the overall travel management of Swiss Assignees, managed their smooth transition into the system and compliance with FRRO- Foreigners Regional Registration Offices.
- Handled employee grievances and contributed in building collaborative work atmosphere.
- Organisational responsibilities as member and coordinator of various internal committees, such as:
    - Member, Change Management Steering Committee
    - Coordinator, Steering Sub-Committee for Personnel
    - Member, Internal Quality Assurance Cell (IQAC)
    - Member, Internal Complaints Committee for prevention of sexual harassment at Workplace

Worked at Mahatma Gandhi College of Hospital Administration, A Unit of Mahatma Gandhi University of Medical Sciences & Technology (MGUMST), Jaipur
Total Tenure: 2.3 years

April 2019 to June 2021
ASSISTANT MANAGER

- Reporting to Principal of College
- Assist in setting up of College and development of various academic activities
- Interacting with students and getting regular feedback to help improve the learning environment
- Manage student information that includes maintaining records, sessions, PPTs, Books, online classes and stock of the College
- Monitor students' attendance and provide appropriate notifications

- Provide guidance to students on personal and academic concerns
- Manage and update academic program to meet curriculum goals
- Assisting in preparation of Course Curriculum, Prospectus and Session Plans
- Manage the overall operational, budgetary, and financial responsibilities and activities of the department
- Coordinating and Liaison with other departments and academic offices
- Establish and maintain relevant controls to monitor the operation of the department
- Manage the preparation and maintenance of reports necessary to carry out the functions of the department.
- Prepare periodic reports for management, as necessary or requested, to track strategic goal accomplishment
- Organise Conferences, Workshops and extracurricular activities
- Managing the accreditation process of College
- Ensuring student examination arrangements conform set requirements of the College
- Monitoring the process of admission and induction of students and enforcing policies stipulated in the College's regulations
- Assisting Head of Department in process of AICTE and MCI approvals for courses from applying on online portal till conducting Expert Committee visits and correspondence with them
- Leading students in conducting Conference
- Team member in establishing COVID-19 Control Room in Mahatma Gandhi Hospital, Jaipur
- Worked in Central Microbiology Laboratory of Mahatma Gandhi Hospital, Jaipur for reporting of RT-PCR test results and effective dissemination of reports to various collaborating hospitals

Worked at the IIHMR University, Jaipur (Institute of Health Management Research).
Total Tenure: 5.5 years

November 2017 to April 2019
HR OFFICER

- Recruitment process (including posting job openings, reviewing resumes, calling candidates, and scheduling interviews)
- On boarding process and employee induction (Ensure on-boarding, documentation and induction of all new employees in the departments)
- Attendance and leave management
- Salary processing
- HR database management and preparation of various MIS
- Employee engagement
- Exit process and formalities (Ensure full and final settlement is done to the exiting employees including payments and documentation)
- Maintaining employee files

- Third Party vendor management
- Bills checking and record keeping
- Employee grievance handling
- Paper work related to appointment, contract, annual appraisals

February 2015- November 2017
ACADEMIC OFFICER
(Promoted)
(Childcare Break from December 2011 till January 2015)
August 2010- November 2011
ACADEMIC EXECUTIVE- Reporting to Dy Registrar (Academics)

- Coordinating Academic Operations of MBA and Ph.D Programmes
- Ph.D admission related query handling and counselling
- Reporting of students, documentation and data management
- Allotment of enrollment numbers, Uniform measurement and distribution, personal files management
- Preparation of annual academic calendar and syllabus with Dean
- Assisting Examination Cell in conducting invigilation duties and taking attendance
- Commencement/ arrangement of classroom equipment and coordinating with administration team for smooth functioning of teaching sessions
- Guest faculty honorarium and record maintenance
- Maintaining attendance records, feedback forms and reports
- Organised Blood donation camp-2015 and keeping records of Donors cards, reports etc.
- Alumni data updation and management

CERTIFICATION AND ACTIVITIES

- Organised FDP on 'Transactional Analysis for Effective Interpersonal Relations' in September 2022 at BSDU
- Organised Cultural and Sports Fest "UDAAN-2023" in October 2023 at BSDU
- Organised first Strategic Planning Retreat in March 2023 and the second Retreat in February 2025
- Organised International Conference on Healthcare Waste Management, Antimicrobial Resistance & Climate Change- ISHWMCON 2019 at MGUMST
- Organised Continuous Medical Education (CME) on Haemovigilance Program of India at MGUMST
- Organised various festivals, day outings and employee engagement activities.
- Worked in COVID-19 Central Laboratory of Mahatma Gandhi Hospital, Jaipur and certified as "CORONA WARRIOR-2019"

- Certification in Advanced Excel
- Certification in French Language “DELF A1” and “DELF A2” by French Ministry of Education
- Online Certification on Report Writing
- Online Certification on Soft Skills-‘The 11 Essential Career Soft Skills’
- Attended HR Conclave-2022: “Re-Imagineering HR- Future of Work and Workplaces”
- Attended FICCI’s 8th edition of HR & Skills Summit on “Rajasthan Mission 2030: Unleashing Human Potential” in September 2023
- Attended HR Conclave-2024 “Leading the change with new age HR &Tech for impact“ by Confederation of Indian Industry (CII) in May 2024
- Attended Women Leadership Program on ‘Shaping Academic Excellence for VIKSIT Bharat@2047’ organized by UGC on 13th Dec 2024
- Participated in the orientation sessions on the new Labour Codes organised by the RUJ Group and conducted by the Expert Team of EY India on 27th-29th August 2024.

SKILLS

- Strategic Thinking
- Leadership and People Management
- Strong written and verbal communication skills
- Excellent command over MS Office
- Financial Management
- Intercultural Sensitivity
- Employee relation and Conflict resolution
- Time Management skills
- Problem solving and critical thinking

EDUCATION

2025--Continue
Pursuing PhD from IIS University Jaipur

2019-2021
MBA- Hospital administration (66%)- Distance Education, Swami Vivekanand Subharti University, Meerut

2008-2010
MBA- HR (73%), From Rajasthan Institute of Engineering and Technology, Jaipur- Rajasthan Technical University, Kota
Gold Medalist in MBA (HR Specialization)

2007-2008
Bachelor of Education (79%), Modern Education Society, MDS University, Ajmer
Topper in Batch of 100 students

2004-2007
Bachelor of Arts (67%), Mahatma Jyoti Rao Phoole College (Now University), Rajasthan University, Jaipur

REFERENCES

- Dr Vivek Bhandari
  Director-Jio Insurance Broking Ltd., Ex-President, Bhartiya Skills Development Univeristy
  vivekirma@gmail.com

- Dr Tanjul Saxena
  Principal and Associate Professor, Mahatma Gandhi College of Hospital Administration,
  tanjul1810@gmail.com