

Vaishnavi Jadhav

Associate

As Aspiring HR professional with a realistic insight to human resource management, ready to start at baseline to test and prove my mettle and grow step by step.

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WORK EXPERIENCE

Associate

Carelon Global Solutions Pvt Ltd.

10/2020 - Present

Hyderabad, Telengana

Achievements/Tasks

- Holding experience of 4+ years in planning and handling day to day operations such as resolving provider dispute by verifying their contracts.
- Responds to inquiries, may involve customer/client contact.
- Coordinate employee engagement activities and events.
- Manage employee to the quarter program communication.
- Coordinate birthday and work anniversary celebrations (Including digital announcement across various platforms).

Intern

Business Labs LLP.

01/2019 - 06/2019

Hyderabad, Telengana

Achievements/Tasks

- In field of digital marketing and social media management.
- Developed and executed a comprehensive diversity and inclusion initiative, resulting in a 40% increase in underrepresented groups in leadership roles and a 95% employee satisfaction rate with company culture.
- Designed and conducted a series of virtual wellness workshops, reaching 2,000+ remote employees and contributing to a 30% decrease in reported stress levels and an 18% increase in productivity.

EDUCATION

MBA: Human Resource Management

Manipal University

01/2021 - 01/2023

Jaipur, Rajasthan

B.A: Journalism and Mass Communication

Amity University

01/2017 - 01/2020

Gwalior, Madhya Pradesh

Higher Secondary (10+2)

Ryan International School

01/2016 - 01/2017

Jabalpur, Madhya Pradesh

Courses

- Commerce (C.B.S.E Board)

High School (10th)

Ryan International School

01/2014 - 01/2015

Jabalpur, Madhya Pradesh

Courses

- C.B.S.E Board

SKILLS

Employee Engagement

Training and Development

Talent Acquisition

Conflict Resolution

Performance management

Compliance and Risk management

Effective Communication skills

Good Convincing Power

Sound Knowledge of HR practices

Quick learner

Ms Office Suit

Internet

ACHIEVEMENTS

Certificate of achievement from Google for successfully completing the exam "Fundamental of Digital Marketing" in 2019.

Attended 3 days workshop on Peace building and conflict transformation organized by Amity University, Gwalior in collaboration with King Abdullah Bin Abdullah International Centre for Interreligious and Intercultural Dialogue (KAICIID) situated at Vienna, Austria in August 2018.

Completed the Social Surfing 3.0 workshop on Online Safety, Counter Speech, Cyber Etiquette and Social Media for Social Change

Participated in workshop organized by Dainik Bhaskar on Gillette Guard Safalta Apni Muthi Main in 2018.

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Recruiting and Talent Acquisition

Payroll management

HR Analytics

Training and Development

Employee Benefits

Attendance management

Compensation and benefits

Employee relations