

CHEENAL GULYANI

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ACADEMIC PROFILE

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| 2023-Present | MBA(Human Resource) | Banasthali Vidyapith | 79.80% |
| 2021-2023 | B.Ed | Agrawal Mahilla College, Rajasthan | 82.92% |
| 2018-2021 | B.Com | Creative Girls College, Rajasthan | 63.11% |
| 2018 | Grade 12 (RBSE) | Creative Public Sr. Sec. School, Rajasthan | |
| 72.60% 2016 | Grade 10 (RBSE) | Creative Public Sr. Sec. School, Rajasthan | |
| 76.11% | | | |

Skills: SAP administration (working experience on PA20, PA30 & PA40), Real Soft, MS Excel, PowerPoint, Word, Canva, Communication skills.

PROFESSIONAL EXPERIENCE

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| <p>Home Credit India Pvt. Ltd. Human Resource Executive (07-Nov-2024-Present)</p> | <ul style="list-style-type: none"> Managing the hiring process: Hiring error fixation by recruiters and manual job execution, joiner's report compliance report bank reports to be published to related stakeholder's, post hiring compliance check error tracker updation, drop out cases, IJP eligibility and re-hire approval & tracker updation, bank account updation audit and employees email confirmation for new joiners. Personnel file maintenance & archival: Ensures to have 100% personnel file availability, Validation of file within defined SLA of receipt as per checklist, new joiners - document correction/upload pendency follow up, personnel file maintenance – documents retrieval and archival. Employee data management updated and edited employee details using the Pa30 T-code in SAP. Separation: Manual separation updation – absconding demise, absconding cases information sent to IT team and ticket raise, admin hold cases update, separation/ E-exit reconciliation with HR master and daily check, pending clearance check and mailer, backdated separation tracker updation, auto approved separation cases follow-up with HRBP/HR SPOCs. Letters: Adhoc letters administration – working & visa, warning & PIP letters administration – tracking and follow up, monthly adhoc reports to business/HR SPOCs. Personal Data & Other Changes: PDC approvals, information to IT & compliance, payroll area changes. Background verification handled the end to end background verification process. Employee engagement activities : Also organise employee engagement activities. |
| <p>Ceragem India Pvt. Ltd. Human Resource Intern (May'24-October'24)</p> | <ul style="list-style-type: none"> Managed and streamlined employee attendance tracking using advanced HR software (Real Soft), ensuring accurate record-keeping and timely reporting Assisted in the recruitment and onboarding process by screening resumes, conducting initial interviews, and coordinating orientation sessions for new hires. Contributed to organizational development initiatives, including employee engagement programs and performance management strategies, aimed at improving workplace culture and productivity Supported HR compliance and documentation efforts, ensuring all employee records and legal requirements were maintained in accordance with company policies and regulations. Enhanced communication and problem-solving skills through regular interaction with employees and management, addressing HR-related inquiries and resolving workplace issues effectively. Induction program : Also indulge in the induction program of new joiners. |

ACTIVITIES

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| <p>Intern Teacher (Govt. Sr. Sec. School, Rajasthan) (Feb'23 - July'23)</p> | <ul style="list-style-type: none"> Assisted in planning and delivering lessons under the guidance of experienced teachers Provided support to students in various subjects, addressing their individual learning needs Collaborated with other teachers to develop educational materials and resources Engaged with students in extracurricular activities and school events Conducted assessments and provided feedback to students to track their progress |
| <p>BCG Strategy Consulting Job Simulation Certificate (Mar'24)</p> | <ul style="list-style-type: none"> Learned to analyze market information to understand consumer preferences and trends Acquired basic data analysis techniques to make useful suggestions for business improvement Developed the ability to identify and understand consumer needs to guide product development Learned to provide strategic recommendations to clients based on thorough analysis |

POSITIONS OF RESPONSIBILITY

**Event Executive at
Augen Club,
Creative Girls
College
(Oct'18 - Nov'20)**

- Contributed to the development of event timelines, budgets, and logistics.
- Assisted in coordinating the event schedule, including arrival times, performances, speeches, and other activities, to ensure a smooth flow of the program