

VASHU PANWAR, MBA  
Senior HR Executive, Talent Acquisition Specialist, People Shared Services



Noida, India  
Date of Birth: 21-05-1998      Marital Status: Single      Nationality: Indian

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INDIAN resident, willing to relocate if visa or relocation sponsor by employer

CAREEER SNAPSHOT:

I have made a track record of superb achievements and have acquired capabilities to independently manage the entire aspects of Manpower planning, Recruitment, onboarding, and orientation, Employee life cycle, Record Management, People Success to grow organizations rapidly. I headhunt the right talents who retain and build a success story within the company they join.  
I have maintained a strong database and market mapping of qualified candidates in different industries within the market.

**MBA (Human Resources, International Business)**, Bachelor of Computer Application with expertise in C, C++, C# Languages. HRIS, Talent Acquisition, ATS, Candidate Sourcing and Screening, Campus hiring, Bulk Hiring, Negotiation, Offer Letter Generation, Onboarding and Induction / Orientation process, Documentation, Biometrics, Offboarding Process / Exit Formalities, Hire to Retire gamut, General Administration, Employee Engagement, Employee Grievance, HR compliance, ServiceNow (SNOW), SAP SuccessFactors, Oracle. I am having **2 years of experience** in Talent Acquisition, HR Operations, People Success – Record Management, HR & Admin across **IT, Pharma Corporate, R&D Industry**.

Senior HR Executive – IT / Pharmaceuticals / CRO  
(R&D) Industry

@ **Publicis Sapient** – Currently, Managing the data of more than 10K employees on HRIS system - **SAP SuccessFactors, Oracle** as being part of People Success – Record Management team. Responsible for drafting and amending HR documents i.e., contracts, bonus, salary reviews, warnings, voluntary and involuntary terminations, probation periods, PIP, etc. Provide guidance to PS employees and Managers to resolve employee questions, issues or concerns and champion employee engagement through **Service Now** and **MS-Teams**. Preparing **Legal Dashboard, Exit Audit** and Working on **JIRA** Software Tool under HR Strategy with C&B Team.

*Reporting to Director, People Success - HR*

@ **Jubilant Biosys Limited** - Manage the entire employee life cycle of employees. Recruitment / ATS / HR operational activities as being HR Officer of CRO/ drug discovery (Research and Development) in capacity of hiring of Organic Synthesis/Medicinal Chemistry/Analytical /Process Development and DMPK projects for theirUS/UK/Europe Clients with 5 billion in annual revenues. Partner with IT to create streamlined employee experience (i.e. DLs, offboarding, internal transfers, etc.) Conduct Exit interviews and create, save, and distribute paperwork for individual contributors at Jubilant. Responsible for organizing local workshops and trainings. Enhance job satisfaction by resolving issues promptly, help to improve workplace relationships, and boost productivity and retention.

*Reporting to Deputy Manager, HR*

@**Cyfuture India Pvt Ltd** – Responsible for managing the onboarding and orientation process for all employees. Managing Oracle ERP for Employee onboarding, Documentation, Employee ID generation, Induction / orientation, Biometrics, Letter Generation (Offer,Appointment, Confirmation, Relieving Letter), Responsible for the offboarding process / Exit Process of employees working in all 3 Data Centre’s and Corporate Office (strength up to 1800+ employees). PAN India Operations specially @ Noida, Mumbai and Jaipur. This group has a global footprint and CMMI level 5 certified with nearly INR 500 cr in annual revenues.

*Reporting to Team Leader - HR (Corporate & Business Unit)*

PROFESSIONAL EXPERIENCE

Group	Organization	Role Progression	Designation	Tenure
TLG India Pvt Ltd	Publicis Sapient	People Success - RM	Sr HR Executive	Sep’ 2022 – Present (6 Months Contract)
Jubilant Group	Jubilant Biosys Ltd	Talent Acquisition	HR Officer (Retainer ship)	Mar’ 2022- Sep’ 2022 (6 Months Contract)
Cyfuture – Web Hosting Company	Cyfuture India Pvt Ltd	Corporate HR	HR Executive	Jan’ 2021-Feb’ 2022
Mahindra Group	Sri Durga Automobiles Pvt Ltd	Internship	HR Internship	June 2019 – July 2019

Key Tasks Handled: SAP SuccessFactors, Oracle, MS – Power BI, JIRA, ATS, Letter Generation, Talent hiring, Salary Negotiation, Onboarding, Documentation, Induction, Biometrics,Exit Interview / Offboarding, Ev5 tool, Audit and MIS in Excel. Currently managing end-to-end HR deliverables in the areas of:

- Talent Acquisition:** Manage complete recruitment life cycle including headcount planning, liaison with Business Managers to identify niche talent and manage hiring source performance / TAT / cost. Design + implement standardized recruitment & induction practices across BU’s in Product Formulation, Research & Development (Formulation / Analytical / Synthesis / Medicinal / Process Development/DMPK), Project Management, Production, Tech Transfer, And processes. Handling other employee engagement activities also like Organizing event such as birthday celebration, safety weeks, poster competition, Manufacturing and Packaging Development, Quality, Marketing, Purchase, Regulatory Affairs, Business Development, International Marketing, Sales, Engineering, Purchase, Accounts, HR and Finance.
- Induction & On-boarding:** Currently responsible to induct the new joiners to the existing team working in manufacturing facilities and Corporate/R&D Centers in Pan India respectively with ensuring proper handholding for induction and onboarding program for all new joiners across all grade of employees joining at the corporate office.
- Employee Communication & Engagement:** One-point contact for all HR issues, employee queries & guidance on policies & procedures. Driving the communication through Open House with HR, functional leads, Town Halls and working with Leadership team to highlight & manage people related issues and processes. Handling other employee engagement activities also like Organizing event such as birthday celebration, safety weeks, poster competition, Employee of month, Cricket Tournaments, outdoor indoor games, cultural activities for employee motivation and inclusive of travel & hotel arrangements.
- Campus Connect & Placements:** Managing the campus program for hiring of Interns. Campus-Corporate Interface and Relationship Management with the premier B-schools and Pharmaceutical/IT institutes. Responsible for revamping the Campus Recruitment process with introduction of fresh and innovative perspectives on Employer Value Proposition and Campus Engagement. Responsible for driving engagement plan for the Campus recruits. Thoughtfully crafting the Career paths and rotation programs for the Trainees. Designing and detailing of a Comprehensive Campus Induction Program for the Management/Pharmaceutical/IT Trainees to let them know about process followed as per Standard Operating Procedure.
- HRIS / ATS:** Single point of contact for all Budgeting and MIS requirements for entire operation. Create the Manpower budgeting for the group and timely review and analysis of all data related to leaves, travel, TAT’s and budgets. Enhance skills in MS-Excel such as Lookups (V Lookup /H Lookup), Pivot, Conditional formatting, Data Validation etc.

Other Curriculum Activities and Achievements:

- Website Development/ Event Management:
- ✓ Responsible for managing database of applicants and updating in Sap SuccessFactors and Oracle.
  - ✓ Preparing Legal Dashboard and Exit Audit (Internal).
  - ✓ Taking care of all events in group, Department, Fun Friday activities, Fest.
  - ✓ Corporate MIS / Presentation related to Annual Hiring’s / Designing Walk-in Interviews advertisement etc.

Scholastic

Qualification	Genre	Name of the Institute/ University	Location	Year of Passing
LLB (Labour Laws)	Additional Legal Degree	Chaudhary Charan Singh University	Meerut-UP	2021-Pursuing
MBA – HR & IB	PG Program	Dr APJ Abdul Kalam Technical University	Lucknow-UP	2020
BCA	UG Program	Chaudhary Charan Singh University	Meerut-UP	2017
HSC	Schooling	Shaiffali Public School	Dadri	2014
SSC	Schooling	Shaiffali Public School	Dadri	2012

Personal Profile

Date of Birth	21 <sup>st</sup> May’ 1998
Marital Status	Unmarried
Willing to relocate	Yes, Anywhere
Languages Known	English, Hindi
Address	#560/2, Sector 49, Noida, UP- 201301 (INDIA)