**E-Mail Id:** [**deepa.bedekar@gmail.com**](mailto:deepa.bedekar@gmail.com)

**Contact No.: 9820078564**

**DEEPA BEDEKAR**

**An organized professional with Total 8 years of experience wherein 5 years in Corporate and 3 years in Educational Field with proven teaching, guidance, and counselling skills. Possessing confidence and enthusiasm as well as having excellent communication and time management skills. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills at a workplace that offers a genuine opportunity for career progression**

**Prior, a Dedicated HR Professional with 5 years of experience managing a full spectrum of Human Resource programs, functions & services. Proven success introducing process improvements, recruitments process & employee development initiatives driving corporate goal attainment.**

**Experience in Educational Field**

**DEEKSHA PRESCHOOL & CHILD CARE CENTER As A Coordinator-Counsellor cum Teacher *(June 2019* to Present)**

As a Coordinator-Counsellor

* Responsible for providing instructions, guidance, supervision and developing appropriate practices necessary for the effectiveness of Pre-School and the Child Care Centre.
* Managing the New Admission Enquiries, for both, the Pre-School and the Daycare, over the phone as well as in person, answering all their concerned queries, if any, and also Guiding them in School Tour.
* Maintaining the records of Admission Enquiries and do the follow ups.
* Maintaining the Attendance and other Records of Child Care Centre Children and Staff.
* Responsible for a Weekly/Monthly Planner for Daycare Children in terms of Activities, Teaching Lessons, and their Lunch & Snack Menu.
* Responsible for all minute details, personal hygiene and care routines, daily updates of each child’s food & water intake with the help of Staff to all the Parents.
* Strengthening the communication with Parents through different modes of contact.
* Responsible for updating of all the Monetary Records of the Centre.
* Responsible for the Generation and Handing over the Fee-Receipts of Students.
* Responsible for Staff Salaries Generation and also for any of their concerns, grievances, if any, etc.
* Responsible for smooth Transitions of Children with the help of Teacher/s and other Staff.
* Consistently communicated with parents to report on children behaviour, social, and developmental progress, as well as note on any observed health conditions.

As a Teacher

* Prepare and implement unique and personally developed lessons to classrooms averaging 15 students for 2-5 years age group.
* Preparing class registers & accurately updating pupil records.
* Responsible for weekly lesson plans and daily activities for School children.
* Managed student behaviour in the classroom by invoking approved disciplinary procedures.
* Implemented program that allowed students to act out characters from story time activities, thus enhancing children’s speech clarity and confidence.
* Implemented multiple musical and art related activities that improved students’ creative skills as well increased learning motivation.
* Coordinate planning and logistics for field trips.
* Responsible for assessment and evaluation of learning experiences and providing feedback.
* Meet with Parents/Guardians to discuss students’ progress & determine mutual goals & priorities for their children.
* Helping Daycare children in their studies and other areas of their curriculum.
* Responsible for weekly/monthly learning sessions & activities for the Daycare children as well.
* Providing general support and one-to-one assistance for pupils.
* Organising and maintaining books, learning materials and resources.

**ISLEWORTH TOWN PRIMARY SCHOOL, ISLEWORTH, LONDON As A Volunteer Teacher *(December 2018* to June 2019)**

Acted as a support to the teacher when working in a group setting. Worked under the supervision and guidance of senior teaching staff in a busy and existing school. Contributed to the delivery of teaching & tutorials for group of students.

**EUROKIDS PRE-SCHOOL, PIMPLE SAUDAGAR, PUNE As An Admin cum Counsellor *(September 2015* to …….)**

* Meeting Parents to guide them through Admission details, curriculum and other guidelines.
* Responsible for School tour along with the Parent, to help them know the structure and Class scenario, in short.
* Maintained all the Admission enquiries records.
* Responsible for Mailing and follow-Up with the Parents.
* Handling of Enrolment No. Generation, Fee receipt and School Kit for the New Student.
* Responsible for upgrading the detailed information of the student and sharing the same with the respective Class Teacher too.
* Maintaining entire details of all the Staff at the Centre.
* Developed and coordinated field trips for students as requested by Teachers for their respective classes.
* Responsible for multiple extra-curricular activities for the overall development of in-house as well as other school kids in our premises.
* Maintained records of different Vendors / any person interested for providing any activity to the School.
* Assisting Class Teachers in any of their Major Activities/Programs, if needed, to be presented in front of the Parents.
* Assisting with the preparation of a comfortable learning environment.
* Providing general support and one-to-one assistance for pupils.
* Helping Teacher in the smooth transition of children at the School time hours.
* Responsible for overall cleanliness, or any other upgradation, if needed, of the Centre.

**Experience in Corporate**

**Skills & Expertise**

* **HR Generalist Affairs**
* **Orientation & Onboarding**
* **Legal Issues & Compliance**
* **HRMS Database Administration**
* **Confidential Record Keeping**
* **Confirmation & Performance Management**
* **Program & Event Management**
* **Mediation / Dispute Resolution**
* **Employee Relation**
* **Staff Recruitment / Retention**
* **HR policies & Procedures**
* **Employee Development & Training**
* **Employee Counselling**
* **Contract Administration**

**COLVILL RESEARCH PVT. LTD.**

**As A Sr. HR Executive *(August 2011* to February 2015)**

**Responsibilities:**

* 1. **Recruitment – In-house (At the Initial Stage)**
* Sourcing CVs through job portals
* Screening & short listing the CVs according to Job specifications
* Lining up selected candidates for line managers
* Handling end- to- end recruitment.
* Preparing and Maintaining MIS report of joined & resigned employees
* Posting new requirements to various job portals like Naukri, Monster etc
* Conducting the interview feedback on time and moving the candidate for next level of interview.
* Preparing daily and weekly reports to keep track of the recruitment actions.
* Regular follow-ups with the candidates on their Joining Status & other queries if any or giving the feedback of the candidates referred by them.
  1. **Onboarding**
* **Onboarding (Lateral):** Managed the onboarding activities for all the resources / at all the levels
* Managed end-to-end HR Operations & new joiner/separation input to payroll on a Monthly basis
* **Document Verification:** Verifying all the documents of new joinees along with their Address verification prior Onboarding
* **Transfer Onboarding:** Handled Onboarding process of internal transfer from one process to another
* **Presentation about Organization:** Presenting an overview about the Colvill processes to all the new joiners
* **Exceptional Onboarding:** Managed exceptional onboarding process for few associates based on the urgency of business
* **Follow-**up for pending documents & collection of the same.
* **Sending feedback link to associates to provide valuable inputs with respect to Onboarding**
* Maintain issues tracker & update onboarding deck.
* Printing forms of new employees & also their Offer/Appointment Letter.
* **Contract:** Getting the Employment Contract signed by an individual to complete the Onboarding process
* **Welcome Email:** Sending the Welcoming email about the new joiners to the Organization & concerned department, heads
  1. **Induction**
* **Induction Formalities:** Managed the Induction formality every week / fortnight/ month as per the business requirement successfully
* **Induction Docket Management:** Periodical review of Induction docket & buddy the program for continual improvement on a monthly basis
* **Induction SPOC:** Acted as a Single Point of Contact for Induction across locations (Mumbai,Pune & Chennai)
  1. **Maintained Confidentiality of each Employee’s data.**
  2. **Confirmation:** Seeing the track record of new joiners for the next 6 months, a decision is being made with the Management to Confirm an employee so as to get eligible for other HR Policies.
  3. **Performance Management System:**
* Post Confirming the employment, an yearly Appraisal of employee has been taken care of.
* Herein, the entire Work Progress chart / Performance review Form has been shared with their managers & Management.
* Post receiving the feedbacks & %s from the Management, the meeting is held with concerned employee for further negotiations /confirmation
* Once Confirmed, the New Appraised amount is been declared to Payroll for further processing.
  1. Handled Employee Grievances by performing weekly Open-Door HR policy.
  2. Maintained the liveness of Office atmosphere by organising different Employee Engagement activities
  3. Handled Exit Formality

**NuGrid Consulting PVT. LTD.(An Associate firm of Stanton Chase International)**

**As A Recruiter *(January 2011* to May 2015)**

* Handling end- to- end recruitment.
* Sourcing, Screening & short listing the CVs according to Job specifications through job portals
* Lining up selected candidates for line managers
* Posting new requirements to various job portals like Naukri, Monster etc
* Scheduling Interviews as per the stages
* Preparing daily and weekly reports to keep track of the recruitment actions.
* Regular ***follow-ups with the clients*** and update them about the new requirements coming up and also updating or giving the feedback of the candidates referred by them.

**IFCM Human Assets Management**

**As A Recruiter (September 2010 - January 2011)**

* Handling end- to- end recruitment.

**BRIEF OVERVIEW**

* Well versed with the concepts of human resource management
* Gained exposure to industrial environment during trainings with **OIL AND NATURAL GAS CORPORATION (ONGC)**
* Completed projects on:
* A Comprehensive Study on Payroll System, Performance Management System, Corporate Social Responsibility and Organisational Development of ONGC, Mumbai.
* Corporate Social Responsibility at YMCA, Mumbai.
* Strengths:
* Demonstrated ability to multitask efficiently, solve problems, manage tight deadlines
* Highly organized and attentive to details, with good follow-up skills
* An analytical mind with the ability to think clearly and logically
* Ability to work accurately and pay attention to details
* Excellent spoken & written communication skills
* Problem solving and leadership skills

**SCHOLASTICS**

* MMS (Human Resource) (2008-10) final year from Mumbai University, Mumbai.
* Degree of BSC (Statistics) from St. Xavier’s College, Mumbai.
* HSC (Class XII) from Elphinstone College, Mumbai.
* SSC (Class X) from St. Joseph’s Convent High School, Mumbai.

**TECHNICAL SKILLS**

* CDAC Certified Computer’s basic, MS-Office
* CDAC Certified C, C ++ language
* Also, knowledge about Java, SQL, VB

**SUMMER INTERNSHIP**

**Company Name (OIL AND NATURAL GAS CORPORATION (ONGC))**

Project A Comprehensive Study on Performance Management System

Duration 2 months

Scope Project involves a detailed study of ONGC HR Manual which includes hr policies & practices focusing on various dimensions of job satisfaction, recruitment & selection, training & development, welfare facilities, etc and in-depth study of performance management system.

**PROJECTS**

* Created a website for Suresh Dani’s Classes.
* Developed a Payroll System for OIL AND NATURAL GAS CORPORATION using Visual Basic.
* Also did a comprehensive study on Organisational Development of ONGC for Semester-IV.
* As an interest, also made the project on Corporate Social Responsibility of ONGC by visiting their NGOs.

**BEYOND CURRICULUM**

1. Attended a Seminar on “Supply Chain & Logistics Summit” held in Mumbai (September 2008)
2. Worked as an Assistant Editor for the first ever magazine on Supply Chain in India namely LOGISTICS & SUPPLY CHAIN WORLD for Jan-Feb 2009: Issue 1.
3. Attended a Seminar on “International Human Resource Development Conference” held in Navi Mumbai (February 2009)
4. Was the Sponsor Co-ordinator for the inter-collegiate Festival of St. Xavier’s College, “Malhar”

**PERSONAL VITAE**

Date of Birth : 15th August, 1984

Present Address : Goregaon (E), Mumbai

Languages Known : English, Hindi, Marathi, German (Basic)

**DECLARATION**

**I hereby declare that the above information produced by me is true to the best of my knowledge.**

**Deepa Bedekar**

**Mumbai**