



## Hitesh Dabas

PGDM in Human Resource with Analytics Minor - Equipping for Human Resource Management

### COMPETENCIES

Data Driven  
People Skills  
Adaptability & Learning  
Planning & Organizing  
Interpersonal Skills

### TECHNICAL SKILLS & CERTIFICATIONS

MS-Office  
Power BI  
Data Visualization in Excel  
From Coursera  
Power BI Essential Training  
From LinkedIn Learning  
Human Resources: Using Metrics to Drive HR Strategy  
From LinkedIn Learning

### INTERESTS & HOBBIES

Powerlifting  
Travelling  
Cooking

### REACH ME AT

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Domicile  
Northwest Delhi, Delhi

### LANGUAGE

English & Hindi  
(Reading, writing, speaking, and listening)

### SUMMARY

Dynamic and results driven PGDM graduate in Human Resource Management with a Minor in Analytics. Proven experience in HR operations, data digitization, and employee engagement, showcased through impactful contributions to dashboard creation and comprehensive HR optimization. Proficient in Data Visualization in Excel and Power BI, to drive HR strategies.

### INDUSTRY PROJECT(S)

**Organization:** Tata Insights and Quants - A Division of Tata Industries Limited

**Designation/Duration:** HR Operations Intern (6 Months)

**Summary:** Worked on diverse HR tasks, including policy refinement, data digitization, and ongoing onboarding coordination. Creating and maintaining the dashboards, contributing to various workstreams, and leading workplace policy research for comprehensive HR optimization, along with piloting newer people initiatives and self-service.

**Organization:** Programming Hub

**Designation/Duration:** Customer Support Intern (2 Months)

**Summary:** Worked on various aspects of CRM, such as interacting with users to solve queries, reporting user issues, setting up Zendesk, increasing user ratings, and improving CRM execution.

**Organization:** GE Aerospace

**Topic:** Explore Human Resources Virtual Experience Program (2 Months)

**Summary:** Accomplished a challenging live project, demonstrating proficiency in delivering constructive feedback, applying Lean principles to optimize processes, and coaching a leader on Compensation & Benefits strategy.

### ACADEMIC PROJECT(S)

**Organization:** ANSR Global Corporation (Mentor: Mr. Vishwanadh Raju)

**Topic:** Request for Problem (RFP)

**Objective:** Developing an action plan and road map in incorporating GenAI-ChatGPT into day-to-day Human Resources practices.

**Topic:** Comparative Analysis of Pension Plans in India

**Summary:** Using research tools, conducted primary research on pension plans available in India and people's attitudes toward them.

### PROFESSIONAL QUALIFICATION

**Post Graduate Diploma in Management in Human Resource | Analytics Minor | Jagdish Sheth School of Management | Class of 2024 | CGPA of 8**

**Bachelor of Commerce (Hons) | R C Institute of Technology, Guru Gobind Singh Indraprastha University | 2020 | CGPA of 8.31**

### PAST EDUCATION

**Higher Secondary with Commerce | Ganga International School | 2017 | 82.5%**

**Secondary School | Ganga International School | 2015 | CGPA of 9.6**

### ACCOMPLISHMENTS & ACTIVITIES

- **Volunteered** for Kanyathon, a charity event to save girl child and contributed towards operations and sponsorship for Champion Girls Home
- **Received** recognition as Best Intern for boosting company's Play Store rating from 4.3 to 4.5