



Sunny Prakash

PGDM in Human Resource



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915026883

[in LinkedIn Profile](#)

COMPETENCIES

Interpersonal Skills
Communication Style
Problem Solving Skills
Listening

INTERESTS & HOBBIES

Bollywood Singing
Travel Enthusiast
Cooking

LANGUAGE

English & Hindi
(Reading, writing, speaking)

ACCOMPLISHMENTS

Secured 1st rank in Summer Internship Presentation competition in 2019, organized by Bharati Vidyapeeth University.

Gold medalist in State level 10m shooting championship organized by KVS, 2013 & 2014.

PROFESSIONAL EXPERIENCE(S)

Organization: iEnergizer IT Services Pvt Ltd - Executive - HR (08/2021 – 04/2022)

Summary: Implemented an automated documentation process, enhancing operational efficiency by streamlining tasks and reducing manual resource dependency. Conducted induction programs for new employees, ensuring smooth onboarding. Assisted in grievance management, addressing concerns promptly. Spearheaded employee engagement activities and Campus to Corporate program. Collaborated with DGM-HR and Team leader-HR for seamless HR operations.

Organization: iGraft Global Hair Services Pvt Ltd - HR Recruiter, (11/2020 – 03/2021)

Summary: Managed the full recruitment lifecycle efficiently, securing candidates for challenging roles within just two days. Led induction and orientation sessions for new employees while orchestrating engaging activities. Maintained an impressive accuracy rate of 96% and ensured up-to-date personal files for all employees. Collaborated with center heads to ensure seamless day-to-day HR activities and provided valuable assistance to the HR Manager in executing diverse HR functions.

INTERNSHIP(S)

Organization: BOSCH India - HR Intern, (3 Months)

Summary: Developed a dynamic culture deck for the MPS unit, articulating organizational values, and collaborated closely with business leaders. Enhanced employee satisfaction by 15% through impactful engagement activities. Designed an HR Dashboard for diversity insights and conducted diverse employee surveys to gather valuable feedback. Successfully proposed three policies to enhance workplace effectiveness.

Organization: Kewaunee Labway Pvt Ltd - HR Live Project, (4 Months)

Summary: Assisted the HR Team in policy reformation and developed an organogram by designation. Developed a comprehensive recruitment and attrition dashboard infused with key metrics for insightful and data-driven decision-making, transforming mundane metrics into compelling WOW metrics. Created strategic job descriptions using the comfort and courage zone and designed process flowcharts.

Organization: Fillip Technologies Pvt Ltd - HR Intern, (2 Months)

Summary: Managed end-to-end recruitment processes, encompassing job posting, screening, and conducting interviews. Oversaw the onboarding of new team members, assigning tasks to ensure a smooth integration process.

Organization: Shaw TOYOTA (Maks Automotive Pvt Ltd) - HR Intern, (2 Months)

Summary: Managed employee lifecycle formalities from joining to exit, ensuring smooth transitions. Organized employee engagement activities to foster a positive work environment. Developed an absenteeism dashboard for tracking and analysis, leading to a 10% decrease in the next quarter through proactive action. Assisted the HR manager in day-to-day operational activities for efficient workflow.

QUALIFICATION

PGDM in HR | Jagdish Sheth School of Management | Class of 2024 | **CGPA of 8.3**

BBA in HRM | Bharati Vidyapeeth University | Class of 2020 | **CGPA: 9.38**

Higher Secondary with Science | Patna Central School | 2017 | **80.02%**

Secondary School | Kendriya Vidyalaya, Nalanda | 2015 | **CGPA of 9.8**

SKILLS

MS Excel	Data Analysis	Execution focus
Data Visualization	Attention to Detail	HR Processes
PowerPoint	Tech Savvy	Human Resources
Power BI	HRIS	Adaptability
Tableau	HR Policies	Perseverance
Canva	Business Acumen	HR Analytics