

AARUSHI VERMA

Email: vaarushi222@gmail.com | Phone: 9811894617 | LinkedIn: [linkedin.com/in/aarushi-verma-658b6b155](https://www.linkedin.com/in/aarushi-verma-658b6b155)

Objective

Results-oriented HR professional with experience in **process improvement**, **data analysis**, and **project management**. Seeking an **Assistant Project Manager** role where I can leverage my expertise in **operational efficiency**, **team coordination**, and **process optimization** to drive business outcomes. Skilled in managing cross-functional teams, streamlining workflows, and implementing strategic solutions to enhance overall performance and productivity.

Work Experience

HR ANALYST- CAPGEMINI | 2022-PRESENT

BENGALURU, KA

- Managed HR processes including **offboarding**, **ESOP**, **insurance**, **shift allowance**, and **compensation & benefits** for employees.
- Implemented **process improvements** that reduced operational inefficiencies by 20%, ensuring smoother workflow and accurate data management.
- Led a **Lean Six Sigma Yellow Belt project** to streamline HR operations, improving processing time for employee offboarding by 20%.
- Worked cross-functionally with teams to identify and resolve HR challenges, improving team productivity by 15%.
- Used **data analysis** to provide insights that influenced key decisions related to employee benefits and compensation.

SME & PROCESS TRAINER- AMAZON | 2020-2022

NOIDA, UP

- Delivered **training** to new joiners in handling global clients (USA, Japan, India, Australia, Canada) to enhance team performance and meet client needs.
- Developed **training materials** and conducted sessions, reducing onboarding time by 10%.
- Analyzed team performance data, identified skill gaps, and implemented training solutions that improved team performance by 15%.
- Resolved complex operational issues for clients, reducing **customer escalations** by 25%.
- Provided expertise in process improvements, driving a 20% increase in operational efficiency.

Education

MASTERS OF BUSINESS ADMINISTRATION

NMIMS, MUMBAI | 2023

BACHELOR'S OF BUSINESS ADMINISTRATION

IPU, DELHI | 2020

Skills

- **Project Management:** Process improvement, project coordination, lean methodologies
- **Technical Skills:** MS Excel, MS PowerPoint, MS Outlook
- **Soft Skills:** Negotiation, conflict management, team leadership, communication

Certifications & Projects

- **Foundation of Project Management** – Google
- **Foundations of GenAI** – Google
- **Product Manager** – Udemy
- **Business Analytics** – Coursera
- **Lean Six Sigma Yellow Belt Project**
- **Lean Process Improvement Project**
- **Tool Implementation Strategy Project**