

DEEPTI MAHESHWARI

HR PROFESSIONAL

CONTACT

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PROFESSIONAL SKILLS

Human Resource Management: Employee Legislation, Policies & Procedures, M.I.S. Management, Onboarding, Employee Engagement & Retention, Training & Development, Performance Appraisal, Compensation & Benefit, Talent Acquisition, Policy Design & Implementation, Occupational Health & Safety

MANAGERIAL SKILLS

Strategic Planning, Problem Solving, Conceptual Skills, Team Building, Process Improvement, Operational Excellence, Leadership Insight, Time Management, Decision Making, Crisis Management

TECHNICAL SKILLS

SAP Business 1, PeopleSoft Oracle ERP, Microsoft Office Applications, Data Analytics, HRMS Software

EDUCATION

Professional Certificate Programme in Advanced Operations Management & Analytics
IIM Kozhikode (2021-22)

MBA (HUMAN RESOURCE)
SPCJ Institute (Dr. B.R.A. University, Agra)

B Sc (Bio)
Dr. B.R.A. University, Agra

LANGUAGES

English

HINDI

PROFILE

Accomplished HR, Administration, and Procurement professional with 10+ years of experience in overseeing human resources, administrative functions, and procurement processes. Expert in talent acquisition, employee relations, office management, and vendor negotiations. Proven success in enhancing operational efficiency, cutting costs, and boosting employee satisfaction. Skilled in policy development and implementation, regulatory compliance, and cultivating a positive workplace culture. Possesses strong analytical, organizational and communication skills, dedicated to continuous improvement and excellence.

WORK EXPERIENCE

Head of HR, Admin & Marketing Arabian Supply Center, W.L.L. – Qatar (2022 - Present)

- Developing, reviewing and implementing HR strategies to align and deliver business objectives.
- Managing PRO activities and legal documentation.
- Leading recruitment, talent management, compensation, performance appraisal processes.
- Assessing training and development needs for capability building.
- Managing employee grievances, conflict management and disciplinary proceedings.
- Overseeing vehicle acquisition process and fleet maintenance.
- Business support function management inclusive of admin, procurement, digital marketing through social media, IT services management and managing team of 11 people of diverse nationality.
- Responsible for CSR initiatives and programs.
- Ensuring adherence to Qatari labor laws & regulations.
- Department budget planning, monitoring and controlling

Asst. Manager – H.R., Administration & M.I.S Arabian Supply Center, W.L.L. – Qatar (2021)

- Implemented and redefined HR standards and procedures.
- Projected human resources requirements.
- Implemented HRMS software.
- Developed high-performing teams

Sr. Procurement Officer / Procurement Officer Arabian Supply Center, W.L.L. – Qatar (2018-21)

- Managed local and overseas procurement.
- Planned shipments and liaised with freight agents.
- Acted as a second officer in procurement operations.

Centre Manager Cambridge Stars Nursery and Pre-School – Doha, Qatar (2015-16)

- Recruitment & selection, website management, curriculum design and performance analysis.
- Turned the nursery into a profit-generating center

Assistant Manager – Training & Development Aakash Institute Mumbai, India (2013-14)

- Training in-charge for Maharashtra & Goa.
- Managed ERP solution Implementation and SOP changes.

Sr. Counsellor & Team Lead Cum Admin Head Aakash Institute Mumbai, India (2012-13)

- Managed branch operations and process improvements.
- Awarded for service excellence and leadership.