

Vidhi Chickar

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PROFESSIONAL SUMMARY

A motivated HR professional with an MSc in Human Resource Management, CIPD accreditation (Level 7), and hands-on experience as an HR Generalist in a magic circle law firm. Proactive and results-driven, adept in performance and salary reviews, employee life cycle management, and employee engagement, showcasing exceptional interpersonal skills, fostering strong connections with stakeholders, business leaders, and team members. Successfully spearheaded the global transition of HSF from HR.Net to Workday within a 1-month timeframe. Recognised in the industry for optimising organisational productivity through innovative HR solutions.

EDUCATION

Undergrad, The University of Sheffield, United Kingdom

Sep 2019 - Apr 2019

BSc Psychology

Achievement - Researched the growing emphasis on employee well-being and mental health in the UK workplace. Presented findings at the Global Psychology Conference in 2019 in front of 500+ attendees, contributing to advancements in the field.

Masters, King's College London, United Kingdom

Sep 2021 - Sep 2022

MSc Human Resource Management and Organisational Analysis

Achievement - Selected as 1 of 50 students from King's Business School, out of over 5000 students, to participate in the Global Leader Experience London 2021, aimed at preparing future leaders

Professional Qualification, Chartered Institute of Personnel and Development, United Kingdom

Oct 2021 - Oct 2022

CIPD, Level 7

Achievement - Received distinction in advanced CIPD Level 7 examination and research titled 'Investigating the Psychological Contract of Employees in the UK Public Sector and its Impact on Perceived Performance and Intentions to Quit,' demonstrating expertise in HR and commitment to understanding employee dynamics.

WORK EXPERIENCE

Herbert Smith Freehills

Aug 2023 - Present

HR Generalist

- Lead HR advisory services for 5000+ employees across EMEA, fostering seamless communication and support for employees and HRBPs, resulting in a 25% reduction in query resolution time and a remarkable 93% increase in employee satisfaction.
- Drive employee lifecycle management, spearheading New Joiner and Parental Chats, Exit Interviews, and ER investigations fostering robust employee relationships. Achieved a 30% increase in retention through proactive engagement strategies.
- Supervise the benefit portal and monthly payroll operations, leveraging advanced Excel skills to generate comprehensive reports. Collaborate with the Payroll and Benefits team to optimise benefit selections.
- Manage the annual renewal process for SRA Practising Certificates and Skilled Worker Visas, ensuring compliance in data verification and document production, demonstrating deep understanding of firm policies and employment legislation.
- Chaired annual performance and bonus review meetings across 5 divisions, streamlining evaluation processes to enforce fairness. Resulted in a 15% enhancement in employee satisfaction with performance feedback and bonus allocation.
- Organised March 2024 General Trainee Induction for 33 participants, coordinating training material, feedback collection, and partnering with the Learning and Development team, achieving a 59% boost in participant engagement from 2023.

West London College

Feb 2023 - Jul 2023

Recruitment Coordinator

- Spearheaded end-to-end recruitment across 3 colleges, sourcing candidates via LinkedIn, screening, and conducting insightful interviews for top talent acquisition. Achieved a 76% conversion ratio from 91 campaigns, resulting in 69 successful hires.
- Managed the company's ATS (PeopleSoft), ensuring real-time candidate data management for 500+ applicants, streamlining hiring workflows and expediting processes, reducing time to hire from 29 days to 24 days and hiring costs by 20% within 7 months.
- Crafted compelling job descriptions and advertisements, leveraging inclusive language and diverse recruitment strategies to attract diverse talent and foster inclusivity within the organisation, boosting diversity by 18% in quarterly DEI reporting.
- Strategically orchestrated 6 job fairs to fortify the company's talent pipeline and promote its employer brand by cultivating strong candidate relationships and prioritising exceptional candidate experiences to attract top-tier talent.
- Maintained meticulous adherence to paperwork through thorough review, achieving 100% GDPR compliance, and generated ad hoc reports enabling data-driven HR decisions, resulting in optimised processes and informed strategies.

Chickar International School

Aug 2019 - Aug 2021

HR Administrator

- Transformed HR processes with an integrated HRIS system for 200+ employees' data and payroll, ensuring accuracy and confidentiality. Resulted in a 30% workload reduction and 20% data accuracy increase, enhancing efficiency and compliance.

- Facilitated bi-monthly feedback sessions to foster open communication channels and mediated ER meetings to resolve conflicts with discretion. Maintained 95% employee satisfaction by promptly addressing issues, cultivating a positive work environment.
- Implemented ATS and utilised talent pipeline for 9 successful hires in 2 months, reducing time-to-fill positions by 20%. Coordinated interviews, drafted paperwork, and conducted inductions, facilitating seamless integration of new hires into the firm's culture.
- Achieved a 75% increase in staff productivity during COVID-19 by training 60 employees on the online teaching platform within 3 weeks, positioning the school as the 1st in North India to adopt to e-learning for seamless online transitions.
- Established the firm's 1st literacy initiative, 'अब (Now) We Learn', by spearheading a team of 6 members to educate over 100 underprivileged children, thereby aiding the company in fulfilling its CSR commitments.

Hexagon

Apr 2021 - Jul 2021

Recruitment Executive

- Utilised LinkedIn and Naukri.com for headhunting, achieving a 30% increase in candidate applications within 2 months through targeted sourcing efforts. Achieved 100% fill rate for entry-level positions and 90% success rate in hiring software developers.
- Responded promptly to candidate inquiries, monitored the progress of applications, verified references, and meticulously crafted new joiner contracts with attention to detail, thereby enhancing recruitment quality and elevating candidate experience.
- Maintained data accuracy and efficiency by consistently updating HRIS databases, implementing role-based access control, and backing up data for 100+ applicants, eliminating data entry errors by 25% and mitigating the risk of non-compliance penalties.
- Collaborated with 5 universities to organise 'Virtual Early Careers' events, promoted them through career fair directories, significantly boosting campus hiring success, and driving a 40% increase in applicants compared to the previous year.

Pioneer Book Co. Pvt. Ltd.

Jun 2017 - Aug 2017

HR Intern

- Implemented employee engagement survey, collaborated with department heads to identify key drivers, analysed feedback, and proposed targeted improvement initiatives, resulting in a 20% increase in overall employee satisfaction within 3 months.
- Led a diversity initiative resulting in a 25% increase in diversity hires within 3 months. Conducted diversity training sessions, partnered with diverse recruitment agencies, and implemented blind resume screening to reduce bias in the hiring process.
- Spearheaded a wellness program, resulting in a 30% decrease in absenteeism and a 15% increase in employee productivity over 3 months. Conducted needs assessments, designed wellness activities, and fostered collaboration to boost engagement.

AWARDS AND RECOGNITIONS

- Recognised for HR excellence at Herbert Smith Freehills in April 2023 for stellar advisory services and spearheading the global transition of HSF intranet.
- Featured by UK Jobs Insider as the inaugural speaker for their 'Ask an HR Series'.
- Invited as a speaker at the University of Essex, mentoring over 100 students on 'The Power of HR in Shaping Careers'.
- Featured on King's College London's 'Connections Podcast' discussing gender and leadership in workplace.

RELEVANT ACADEMIC CERTIFICATIONS

- HR Strategy and Planning by Armin Trost, April 2024.
- The Strategic Side of Human Resource Management by Erik van Vulpen, October 2023.
- Safeguarding at Workplace from FutureLearn, February 2023.
- LinkedIn Sales Navigator: LinkedIn's tool for B2B Sales from Udemy, November 2022.
- Leadership Principles from Harvard Business School, March 2021.
- How HR Can Deliver Value to All Stakeholders by Dave Ulrich, September 2020.
- The Manager's Toolkit: A Practical Guide to Managing People at Work from University of London, March 2020.

HUMAN RESOURCES SKILLS

- Coaching and Mentoring
- Recruitment
- Employment Legislation
- Payroll Processing
- Conflict Resolution
- Strategic Thinking
- Data and Analytical Skills
- Strong Communication and Interpersonal Skills
- Administrative Skills
- Reporting and Data Analysis
- HR Information Systems (HRIS): Workday, PeopleSoft, SAP, HR.NET, FindAJob, FE Jobs, LinkedIn Recruitment
- MS Word
- MS Excel: VLOOKUP, XLOOKUP, Pivot Table