



Naina Joshi

HR BUSINESS PARTNER

+91 98765 43210 · naina.joshi@email.com · Gurugram, India · linkedin.com/in/nainajoshi

ABOUT

People-first HR leader who builds fair, fast hiring and keeps managers and teams talking. Ten years across IT services, start-ups and manufacturing.

SKILLS

Hiring
Policy
Employee relations
L&D
HRIS
Labour law
Coaching

LANGUAGES

English
Hindi

CONTACT

+91 98765 43210
naina.joshi@email.com
Gurugram, India
linkedin.com/in/nainajoshi

EXPERIENCE

2021 – now

HR Business Partner

Northwind Tech Services, Gurugram

- Partner with three business heads covering 1,200 employees.
- Cut time-to-hire from 48 to 29 days with structured interviews and a shared scorecard.
- Designed a manager coaching programme now run every quarter.

2018 – 2021

Talent Acquisition Lead

Brightloop (start-up), Gurugram

- Hired 220 people in three years as the company grew from 60 to 280.
- Built the careers page, referral scheme and campus programme.
- Set up the first HRIS and onboarding checklist.

2016 – 2018

HR Executive

Sterling Auto Parts, Manesar

- Handled payroll inputs, PF/ESI compliance and attendance for 900 workers.
- Ran grievance meetings and the plant's first employee survey.

EDUCATION

MBA, Human Resources

Business School, Indore · 2014 – 2016

B.Com

Delhi University · 2011 – 2014

CERTIFICATIONS

- SHRM Certified Professional
- POSH trainer (internal committee)