PRANAY SHANKAR SAINI

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CAREER OBJECTIVE

Results-driven early-career HR professional with core strengths in recruitment, training and development, and employee relations. Adept at sourcing quality talent, designing impactful training materials, and resolving employee grievances with empathy and professionalism to support a thriving company culture. UGC NET qualified (PhD) with a published conference paper on employee retention.

POSITIONS OF RESPONSIBILITY

- **Co-Founder, D.I.C.E** – Doon Business School's Incubation Centre for Entrepreneurs: led a team preparing a project report on businesses and start-ups working on the UN's SDGs; scouted locations and worked with entrepreneurs to formulate business plans and provide seed-level funding to student-founded start-ups.
- **Lead Editor, School Magazine** – led a diverse team of writers, artists and photographers.
- Represented the U.S.A. at Model United Nations on an inter-school stage; active member of public speaking, debate and media clubs.

EDUCATION

MBA (HR and Supply Chain), Doon University, Dehradun – First Division with Distinction **2025**

BBA (HR), Doon Business School (HNB Garhwal University) – First Division **2023**

Senior Secondary (XII), Science, Grand Columbus Intl. School (CBSE) – First Division

RESEARCH, ACHIEVEMENTS AND COURSES

- Cleared **UGC NET (PhD Only) Exam 2026** – 93.5%.
- Presented research paper *'The Impact of Motivation on Employee Retention in the Facility Management Industry'* at the International Conference on Business Sustainability and Innovation 2023, Doon Business School, Dehradun.
- First rank and cash prize in inter-college debate competition; Silver medals in International English Olympiad for two consecutive years.
- Elementary course in French Language, Doon Business School (March 2021).

WORK EXPERIENCE

HR and Administration | Kartavya Facility Management (Hybrid) **February 2026 – Present**

- Drive end-to-end HR and administrative operations, covering recruitment, onboarding, employee documentation and day-to-day people support.
- Source and screen specialised talent, including for hospitality roles, and prepare polished candidate profiles for client review.
- Maintain accurate HR records and coordinate between management, candidates and staff to keep processes running smoothly.

Human Resources Consultant | FutureLeap Search, Dehradun (Campus Placement) **June 2025 – January 2026**

- Managed end-to-end, full-cycle hiring for leadership, managerial and executive roles across start-ups and established organisations, spanning tech and non-tech functions.
- **Client collaboration:** worked closely with clients to understand hiring needs and supported the recruitment process.
- **Sourcing and screening:** sourced candidates via job boards, social media and networking; screened for qualifications and role fit.
- **Candidate management:** managed pipelines, guided candidates through the process, gave feedback and prepared them for interviews.
- **Recruitment operations:** maintained recruitment databases, tracked applications and coordinated interviews.
- **Learning:** gained insight into lateral hiring, client management and candidate engagement under mentors and senior recruiters.

Management Trainee | FutureLeap Search, Dehradun **December 2024 – January 2025**

Learning and Development Intern | RE/MAX India **June 2024 – July 2024**

- Assisted in organising regular training sessions for clients, agents and broker owners, including sessions at educational institutes in coordination with their training heads.
- Supported smooth client and broker-owner onboarding; carried out data collection and data scraping.

Human Resources and Public Relations Intern | Kartavya Facility Management Services **July 2022 – September 2022**

- Recruited trainees from online job portals; prepared completion certificates and drafted employment letters.
- Managed trainee onboarding, query resolution and daily progress reporting to supervisors; guided teams on organisational policies.
- Interacted with current and potential clients to assess requirements; conducted client surveys and gathered client and trainee feedback.

KEY SKILLS

Recruitment and Sourcing | Candidate Management | HR Administration | Onboarding | Client Coordination | Training Coordination | Research | Leadership | Public Speaking | Communication