

Aditi Dhupar

aditidhupar.ad@gmail.com
9897081321
Gurugram, Haryana

Summary

Dedicated Welfare Officer with experience in employee training (internal/external), grievance resolution, and compliance management. Successfully managed social audits, onboarded new hires, and ensured employee well-being through welfare schemes. Strong communication and record-keeping skills.

Experience

Welfare Officer

Lenskart Solutions Pvt. Ltd (Lenskart.com) • Gurugram, Haryana

11/2022 - Present

- Organizing training programs of internal & external agencies, developing multi skills as per defined standards
- Handling to all admin activities (Client coordination, PR - PO Formation, Harmonious relationship with vendors)
- Address employee queries and grievances, establish effective mechanisms for timely resolution, and perform root cause analysis to prevent recurrence.
- Discussing & negotiating with employees through Work Committee, Internal Complaint Committee, Canteen Committee & Health & Safety Committee for issues related to work .
- Organize a Compliance Committee meeting with Dept. Head & Factory Head
- Ensure adherence to the Factories Act and manage the GTCMS Compliance Tool, coordinate with vendors, conduct audits, resolve issues, train staff, and prepare compliance reports.
- Campus Placement of Interns and Graduate Engineer Trainee (Colleges like IIT Delhi, IIM Rohtak, Indian Statistical Institute Kolkata, Banasthali, Thapar etc).

Welfare Officer/ Compliance Officer

Radiaant Expovison Pvt Ltd • Noida, Uttar Pradesh

07/2021 - 11/2022

- Organizing training programs of internal external agencies, developing multi skills as per defined standard
- Maintaining staff and worker welfare schemes and related activities
- Handling of client & third party social Compliance Audit
- Formation and timely organizing meeting of committee meeting.
- Conduct mock audits prior to compliance reviews, address identified issues, and ensure closure of all open points within the specified timeframe post-compliance.

Welfare Officer

Pinnacle Clothing Co. • Noida , Uttar Pradesh

11/2019 - 02/2021

- Facilitate and help the new joiners with the joining formalities.
- Conduct various trainings specified in the Buyer and Company Codes of Conduct, such as Health and Hygiene and Emergency Evacuation training etc.
- Regularly organize counseling programs for all factory employees to enhance their awareness of company policies, health and safety issues, and to discuss their concerns.
- Maintain all employee personnel files and assist new joiners with the completion of their onboarding formalities.

Skills

Excel, Microsoft Powerpoint, Canva, Recruitment, Campus Placement

Education

Masters of Social Work

Chaudhary Charan Singh University • Meerut, Uttar Pradesh

06/2019

B.com

Chaudhary Charan Singh University • Meerut, Haryana

06/2017