

# Varun Joshi, MBA-HR

CPHR Candidate | [joshi.varunn@gmail.com](mailto:joshi.varunn@gmail.com) | 6729641101

<https://www.linkedin.com/in/varunn-joshi/> | <https://geek-varun-joshi.github.io/resume/>

## PROFILE

Process-oriented professional with several years of experience in Recruitment and HR Management, excelling in Employee Relations, Talent Management, Training and Organizational Development. Skilled in problem-solving and multitasking, with expertise across various domains including Marketing, Customer Success, IT, and Social-Media, with a keen understanding of technology's role in HR functions.

## PROFESSIONAL SKILLS

- › Talent Acquisition
- › Technical Recruitment
- › Volume Recruitment
- › Campus Recruitment
- › HRIS / HRMS
- › Employer Branding
- › Vendor Management
- › Key Account Management
- › Training & Development
- › Employee Engagement
- › Performance Management
- › Payroll Management
- › AMC & Asset Management
- › Website Management
- › Social Media Management
- › Event Management
- › Contract Management
- › Offline Marketing

## TECHNICAL SKILLS

**APPLICATION TRACKING SYSTEMS:** Zoho Recruit, BambooHR, JazzHR, Freshworks, RecruitCRM, Workable, Greenhouse

**HUMAN RESOURCE INFORMATION SYSTEMS:** ADP, Workday, Dayforce, UKG, Zoho People

**UI/UX DESIGN:** Canva, Figma, Photoshop, Prototyping, Wireframing, User Flows, Mock ups

**FRONTEND DEVELOPMENT:** HTML5, CSS3, Bootstrap, JavaScript, React.js

**BACKEND DEVELOPMENT:** Node.js, Express.js, PHP, Python

**DATABASE:** MySQL, MongoDB

**DATA VISUALIZATION:** Power BI, Tableau, R

**DATA SCIENCE, AI/ML:** TensorFlow, PyTorch, Scikit-Learn, Pandas, NumPy, Matplotlib, Keras, Seaborn

**VERSION CONTROL:** GitHub

## EDUCATION

**MASTERS OF BUSINESS ADMINISTRATION – HUMAN RESOURCE** 2015 – 2017  
ITM Vocational University

**BACHELORS OF COMMERCE – BUSINESS ADMINISTRATION** 2009 – 2012  
Sabarmati University (Formerly Calorx Teachers' University)

## PROFESSIONAL DEVELOPMENT

**OCCUPATIONAL HEALTH AND SAFETY | CPHR ACADEMIC PROGRAM (CPHR DESIGNATION)** Apr. - 2025  
The training offers essential health and safety knowledge useful for all employees, directly or indirectly.

**RECRUITMENT AND SELECTION | CPHR ACADEMIC PROGRAM (CPHR DESIGNATION)** Apr. - 2025  
The training introduces current recruitment, selection, and appraisal practices in Canadian organizations.

**DATA VISUALIZATION | UDEMY, ONLINE** Dec. - 2023  
The training consisted on Excel, Tableau, Python, R, Power BI and Dashboard Creation using Excel, Tableau & Power BI.

**WEB DEVELOPMENT | INTERNSHALA TRAININGS, ONLINE** Jun. - 2022  
The training consisted of HTML, CSS, Bootstrap, DBMS, PHP, JS, React, and Live Project modules.

**DATA SCIENCE BOOT-CAMP | UDEMY, ONLINE** Oct. - 2020  
The training consisted of Mathematics, Statistics, Python, Advanced Statistics in Python, Machine & Deep Learning

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## PROFESSIONAL EXPERIENCE

### HUMAN RESOURCE COORDINATOR

Jul '25 – Jan '26

V.I.P. Soap Products Ltd., Mission, B.C. – (Contract: Maternity Leave Coverage)

#### Responsibilities:

- Served as the senior HR resource supporting a manufacturing workforce of 100+ employees across production, maintenance, and corporate functions.
- Manage bi-weekly payroll, benefits administration, attendance, and timekeeping for hourly employees
- Act as a trusted advisor to plant leadership on employee relations, performance management, attendance, and workforce planning.
- Managed overall talent acquisition and manpower planning, recruited and onboarded 25+ new employees across various position in Production, Maintenance (Millwright), Warehouse (Forklift) & Sales roles.
- Lead WorkSafeBC case management, return-to-work programs, and safety compliance initiatives in partnership with operations.
- Ensure full compliance with BC Employment Standards, occupational health & safety regulations, and internal policies.
- Deliver training programs including WHMIS, OHS, and supervisory HR fundamentals
- Partner with leadership to support engagement initiatives, HR reporting, and continuous improvement efforts.

### HUMAN RESOURCE BUSINESS PARTNER

Mar '25 – Oct '25

Stealth Mode Start-Up (Beauty Products Mfg.) Richmond, B.C. – (Fractional HR Consultant)

#### Responsibilities:

- Served as the primary HR partner to founders and functional leaders during a high-growth phase.
- Designed and implemented HR frameworks including policies, performance management, and onboarding programs.
- Provided strategic guidance on workforce planning, compensation alignment, and employee relations.
- Supported organizational scaling while maintaining compliance with employment standards and best practices.

### HUMAN RESOURCE COORDINATOR

Jul '24 – Dec '24

New Value Solutions Group Inc., Burnaby, B.C. – (Contract: 6 Months)

#### Responsibilities:

- Supported full-cycle HR for 60+ contractual employees across public-sector and regulated environments
- Provided HR advisory services to multiple clients across healthcare, telecom, and public sector.
- Supported unionized and non-union environments with HR documentation, payroll coordination, and workforce planning.
- Assisted with recruitment for specialized technical roles and managed confidential HR records.

**HEADHUNTED 2 PERFORMANCE TEST ENGINEER IN TURN HELPING NVS SECURE A CONTRACT FROM A PROVINCIAL CROWN AGENCY RESPONSIBLE FOR SUBSIDIZED HOUSING OPTIONS ACROSS THE BRITISH COLUMBIA.**

**CLOSED 1 PERMANENT POSITION FOR A U.S. BASED CLIENT IN PLANO TEXAS. (SENIOR .NET DEVELOPER)**

### HUMAN RESOURCE MANAGER

Oct '23 – May '24

Raven Force Courier Inc., DELTA, B. C. – (Contract: 6 + 2 Months)

#### Responsibilities:

- Introduced innovative recruitment techniques, to attract a diverse and skilled pool of candidates.
- Implemented a real-time recruitment metrics dashboard, with refined hiring strategies and overall effectiveness.
- Boosted employee referral program, leading to a stronger, more connected team.
- Improved employee satisfaction by actively addressing concerns and promoting a positive work environment.

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- Crafted development plans for employees, ensuring their growth aligns with their career aspirations.
- Developed specialized support systems for remote workers, ensuring they feel connected and engaged.
- Actively advocated for employees' needs and concerns, leading to higher job satisfaction.
- Achieved high completion rates for mandatory safety training, ensuring everyone is well-prepared.
- Maintained a stellar audit compliance rate, reflecting a strong commitment to safety standards.
- Encouraged proactive reporting, leading to a higher rate of near-miss reports and preventive actions.
- Successfully reduced workplace incidents, creating a safer environment for all employees.
- Ensured 100% compliance with all relevant labor laws and regulations, safeguarding the company's reputation.
- Consistently passed legal and regulatory audits, demonstrating the company's adherence to best practices.
- Regularly updated HR policies to reflect the latest legal requirements, keeping the company ahead of the curve.
- Minimized the time required to resolve legal issues, ensuring swift and effective responses.

## SENIOR CONSULTANT (HUMAN RESOURCE MANAGEMENT)

May '18 – Aug '23

H. S. P. Consultants, INDIA

Spearheaded Human Resource and Talent Acquisition strategy, effortlessly combining HR insights and recruitment experience serving various Start-ups and Multinational Companies. At HSP Consultants, I held a dual role encompassing both strategic HR leadership and talent acquisition.

- As a Senior HR Consultant, I led a team of four HR Specialists, delivering comprehensive HR solutions to clients across diverse industries including Education & Executive Training, Hospitality, Marketing, Information Technology, eCommerce, and Media.
- Simultaneously, I served as a Talent Acquisition Consultant, specializing in sourcing and headhunting top-tier talent for clients in the Automotive, Financial Services, Hospitality, Logistics, and Technology sectors for clients in India, Japan, Indonesia and Singapore.

## CONTRIBUTIONS AS A HUMAN RESOURCE CONSULTANT (2018 – 2023)

- **Project 1 – 2018 - '19 (12 Months):** Set-up the HR Department and Scaled a “**Digital Ad-Tech Company**” a **Bootstrapped Startup** (est. 2017) specializing in **Programmatic Advertising** and operating as a Programmatic Marketplace for advertisers, publishers and independent writers.
- **Project 2 – 2019 - '20 (6 Months):** Served as an External HR Consultant for a “**Publishing House**” publishing monthly magazines in the **Automotive Sector** (est. 1999), restructured HR policies, processes, and SOPs to streamline operations and enhance compliance.
- **Project 3 - 2019 (6 Months):** Restructured HR policies, processes, and SOPs to improve efficiency and compliance, serving as an External HR Consultant for a “**Media & Publishing Company**” known for publishing bi-weekly magazines in the **Jewellery Sector** (est. 2004)
- **Project 4 – 2019 - '20 (6 Months):** Served as an External HR Consultant for a “**Group of Hotels**” (est. 1997) with **5 properties (2 executive & 3 luxury)**, setting up various committees like PoSH, DEI and Health & Safety and conducted training programs in customer experience.
- **Project 5 – 2020 - '21 (9 Months):** Established the HR department for a seed-funded startup an “**eCommerce aggregator**” (est. 2018), supported organizational scaling across multiple marketplaces leading up to **Series A funding** in early 2019.
- **Project 6 – 2021 - '22 (12 Months):** Built the HR department for a seed-funded “**Higher Education Guidance Agency**” (est. 2017), scaled the HR and Talent Acquisition team from 1 to 9, enabling organizational growth from 15 to 125 employees across multiple functions.
- **Project 7 – 2022 – '23 (12 Months):** Built the HR department for a seed-funded “**Career Guidance Agency**” (est. 2018); scaled the Talent Acquisition team from 5 to 27, enabling organizational growth from 40 to 550 employees across multiple functions.

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## INDIVIDUAL CONTRIBUTION AS A RECRUITMENT CONSULTANT (2021 - '23)

- In-Vehicle Infotainment UX Design Lead - Mobility (Japan)
- Lead Full Stack Engineer (Supper Application) - Internet of Things (Indonesia)
- Senior Frontend Engineer - Media Platform (Indonesia)
- In-Vehicle Infotainment Product Development Leader - Mobility (Japan)
- IT Systems Integrator - Logistic (Singapore)
- Warehouse Execution Systems (WES) Developer - Logistic (Japan)
- Chief Marketing Officer – Online Gaming Platform (India)
- Chief Technology Officer – eCommerce (India)
- Director Accounts and Finance – eCommerce (India)

## HUMAN RESOURCE MANAGER

Jan '14 – Apr '18

### INSTRUCTOR HRM (HOSPITALITY / BUSINESS ADMINISTRATION)

Jul '14 – Apr '18

Rustomjee Academy for Global Careers Pvt. Ltd., INDIA

Promoted to Human Resource Manager in 2016, I was instrumental in establishing the Human Resource Department from the ground up for two training centers and the corporate office of RAGC.

- My core responsibilities included leading employee engagement initiatives, overseeing training and development programs, managing payroll, driving organizational development, and handling end-to-end recruitment. Additionally, I played a key role in implementing advanced HR technologies to streamline operations and enhance the overall efficiency of the HR function across the organization.
- Developed and delivered Human Resource Management course with a strong emphasis on key areas such as Recruitment, Performance Management, Employee Training, and Customer Service for students.
- In alignment with the curriculum requirements set forth by the National Skill Development Council of India, the University of Wolverhampton, and BTEC Pearson, these Human Resource Management subjects were systematically delivered as an integral component of the Hospitality and Business Administration academic programs.
- Over the course of 4 years, I successfully trained and upskilled more than 500 students, equipping them with a strong foundation in theoretical knowledge and practical competencies essential for pursuing careers in Human Resources and Hospitality Sector.

## RECRUITMENT CONSULTANT

Sept. 2012 – Jan. 2014

Destinationz Manpower Pvt. Ltd., INDIA

This role enabled me to leverage my talent acquisition, recruitment & sourcing skills. I successfully sourced candidate on Volume Requisition and recruited professionals on Lateral Requisition in BPO, FMCG, BFSI, NBFC and IT Consulting sector.