

CURRICULUM VITAE

Seema Negi

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CAREER SUMMARY

Highly competitive, self motivated, disciplined and goal oriented professional with experience of **9+ years**, in Human Resource, Administration, Operations as well as Recruitment. Exposure in administration, operations with key focus on Recruitment, Administration and Grievance Handling. Analysing the attrition rate of organisation and cause, by Exit interview. As well as defining them their growth within organisation to achieve business excellence and accomplishment of targets.

AREAS OF EXPOSURE

- ☐ **Human Resource:** Handling the Administration and operations for achieving increased growth & profitability. Identifying new streams for Retaining Talent & developing plans to build healthy relationship between employees & Management. Using Attrition rate forecasting to ensure the Growth & profitability of organisation as well as analysing business developments & monitoring the competitor's trends for retaining new talent.
- ☐ **Training & Development:** Taking induction of new joiners Complete their Joining Formalities, Give them proper Training for behaving in an organisation. Initiating contact with potential Recruitment firm for developing the team and help to achieve the organisational goal.
- ☐ **Administration & Grievance Handling:** Maintaining cordial relations with employees to sustain the profitability of the business. Maximising employee's satisfaction level by organising different events, monitoring employee's complaints, providing efficient solutions. Handling employee's grievances and resolving their issues for employee's retention.

PROFESSIONAL EXPERIENCE

Key Deliverables:

- ☐ **Attendance:** Daily attendance, Leave adjustment, Calculation of total working days.
- ☐ **Recruitment:** Recruitment of right person to the right place, talent acquisition, analyzing the attrition rate, salary negotiation, dealing with consultancies for Recruitment, Defining Job Description to Consultancies as per organization requirement. Preliminary interviews and Reference check of employees after their joining. Hiring through job portals, Social media sites and Campus.

- ☐ **Administration:** Do the filing and documentation and attend the visitors, look after the canteen and pantry maintenance as well as joining formalities of the employees. Look after the issuing Offer Letter and the Appointment letters of employees at the time of joining. Appraisal and performance analysis of employees.
- ☐ **Employee Engagement:** Preparation of Offer Letter, Appointment Letter, Relieving Letter, Promotion Letter, Increment Letter, Preparation of various Notices and letters as per company need.
- ☐ **Coordination:** Taking care of 3 offices i.e. in Delhi/ NCR and Mumbai
- ☐ **Team Handling:** Currently handling a team of HR's sited at different locations.
- ☐ **Gratuity:** Calculation of gratuity for all employees and completing their formalities.

EXPERIENCE

1. Working with Clearpath Technology Pvt Ltd as a Team Leader–HR from August 2010 to till date.

Clearpath Technology Pvt Ltd is an ISO certified Internet marketing firm with end to end solutions. Working with a varied array of clients from different industries all across the globe, Clearpath offer specialized services in Search Engine Optimization, Link Building and Internet Marketing solutions.

Clearpath Technology Pvt Ltd has a massive client base of over 3500 customers primarily located in USA, United Kingdom, South Asia, Canada, Europe and Australia Headquartered in New Delhi and branches across India, Clearpath have been awarded many industry accolades. Clearpath Technology's success has always made its way on various editorials like Times of India, Silicon India, and more.

Role and Responsibilities:

- Recruitment (In-house)
- Joining formalities & Joining documents are being managed in employee files Induction
- Handling documentation of new hires.
- HR Documentation
- Exit Formalities & Exit Interview
- HR MIS
- Scheduling f2f interviews & telephonic also.
- Follow-ups
- Preparing JD
- Vendor management
- Employee Relation & on boarding across multiple locations in India
- Maintaining employee personal file.
- Processing of salary in software
- Distribution of salary slips.
- Paying Gratuity
- Vendor Management
- Attendance & Leave Management
- Issuing all employee related letters like, appointment, confirmation, increment, advisory, caution, warning letters and HRMS management etc.
- Timely updating of notice board & coordinate with staff
- Theoretical knowledge of Provident Fund and ESIC
- Festival Celebration, Birthday Celebration

Handling Pre & Post Recruitment Activities

- Sourcing right candidates from the job portals (Naukri.com, Times job & Monster.com) and employee referrals and handling bulk hiring for sales profile and technical hiring.
- Posting jobs in job portals.
- Making JD's, scrutinizing CV's, short listing, and selection of candidates at all levels for various departments.
- Hiring through Job portals, Social media sites and Campus.
- Conducting preliminary interviews and arranging technical interviews in co-ordination with respective production Team Managers.
- Negotiating Joining date and Salary.
- Scheduling final interviews for the shortlisted candidates in co-ordination with Senior Manager.
- Coordinating with the candidates on joining dates and preparation of appointment letters.
- Completing all the joining formalities and guiding the candidates on HR Policies.

Performance Appraisal

- Monitor and track the performance appraisal
- Assisting respective Team Managers at the time of rating.
- Updating the salary reviews and performance linked incentives
- Preparation of offer letter/confirmation / Increment / promotion letters.

Generating HR Reports

- Responsible for generating HR Weekly report and monthly MIS for the Management
- Preparing reports on recruitment, Joiners, status of employment.
- Maintenance of employee records.

Database management

- Maintaining Personnel files of all Staff.
- Managing and maintaining staff personnel record both Online & Offline.
- Preparation of Various analysis reports as per requirement.

Employee Relations

- Answering their queries related to HR policies & leave benefits.
- Communicating employee roles & responsibilities in the department
- Grievances handling and making ID cards.

Academic Qualification

- Secondary Examination passed from Jinvani Bharti Public School in 2003.
- Senior Secondary Examination passed from SKV in 2005.

Professional Qualification

- B.Com from Delhi University in 2009.
- MBA from Symbiosis Centre of Distance Learning 2014.
- One year diploma in office Management with 1st division from Y.W.C.A in 2007
- Course content: shorthand, Typing, Business communication, S.P, Personality Development, Computers.

Technical Skill

- One year professional diploma in Computer Application from Y.W.C.A in 2007.
- (MS office- word, Excel, Internet, Power- point, Email and Outlook.)
- Shorthand speed 80 wpm.
- Typing speed 40 wpm.

Personal Details

Father Name	:	Mr. Mahipal Singh Negi
Date of Birth	:	18 th March 1987
Language known	:	English & Hindi

Date:

Place: New Delhi

(Seema Negi)