Neha Rawat

Senior HR Manager | Certified in HR Analytics & AI Tools | Ex. Antara Purukul Senior Living Ltd (A Max Group Company)

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Summary

Results-driven HR Management professional with **11+ years** of experience, driving efficiency, automation, and excellence in human resources operations. Recognized with multiple prestigious awards, including the **CEO's Award, GM Award,** and Lady of the Year Award at Antara Purukul Senior Living Ltd. (A Max Group Company), and the **Excellence in Recruitment & Core HR Activities** Award at Ventiv Technology.

HRMS & Recruitment Tools Expertise:

HRMS Platforms: ZenHR, Zimyo, Disha, Darwinbox, EazeWork
Recruitment & Workflow Management: Zoniac, ClickUp, Dropbox
SOP & HR Analytics Management: Managed SharePoint for SOP documentation (creation & modification) and HR analytics reporting, ensuring compliance and strategic workforce insights.

Passionate about HR transformation, process automation, and talent optimization, with a focus on implementing innovative HR solutions that foster organizational growth and employee success.

Skills

HR Operations & Administration

HR Operations & Administration | HR Analysis & Analytics | Recruitment & Onboarding | Compensation & Benefits | Performance Management System | Technology & Tools | Event Management | Retention & Talent Management | Training & Development

HR Strategy & Leadership

HR Strategy & Business Partnership | Interpersonal Skills | Change Management | People/Team Engagement | Stakeholder Management | DEI Initiatives | Leadership & Team Management | Strategic Communication

Work Experience

Senior Manager Human Resources   May 2024 - Jun 2024

bnbme Holiday Homes by Hoteliers   📍 Dehradun

- Initiated HRMS configuration with updated employee details, leave policies, and critical functionalities, reducing manual processes.
- Developed and led recruitment strategies, leveraging targeted advertising to attract **30**% more qualified candidates for leadership positions. Streamlined the onboarding process, reducing time-to-hire by **20**% and achieving a **75% c**ompletion rate for new hires within the first 4 weeks.
- Addressed **declining employee morale** and engagement by **launching** weekly team engagement activities and the **'Olympics'** inter-team initiative, resulting in employee enthusiasm within the first month.
- Developed and implemented weekly team engagement activities and prepared for the launch of the 'Olympics' inter-team engagement and other quarterly big events initiative, resulting in **positive** feedback and engagement from team members.

Deputy Manager - Human Capital   Feb 2017 - Mar 2024

Antara Purukul Senior Living Limited   📍 Dehradun

- **CEO's Award (2018-2019)**: Awarded for outstanding contributions to Antara's journey, demonstrating exceptional leadership and commitment to the company's growth and success.
- **GM Award (May 2022):** Recognized for being the true ambassador of Antara, representing the vision and core values of the organization with dedication and integrity.
- **Lady of the Year Award (Dec 2017):** Honored for being a true ambassador, consistently embodying and promoting the vision and core values of Antara.

- Successfully led HR operations after the manager's departure, resulting in a **95%** compliance score in external audits, on-time position closures, and all budgeted events, while implementing SOPs to streamline processes and drive improved revenue through enhanced employee engagement.
- Developed a cost-saving tracker to address the lack of tracking for cost savings on closed positions, created a 5-year attrition trend report, and automated monthly and annual attrition tracking for each department and the overall community, resulting in significant cost savings and improved **management skills** for data-driven decision-making.
- Developed and implemented comprehensive training and development programs for 130 staff members on Disha and Darwinbox HRMS, resulting in **70%** adoption rate within 24 weeks.
- Developed a robust recruitment tracking system to optimize hiring processes, reducing recruitment costs and vendor dependency.
- Developed a comprehensive compensation structure to address pay disparity issues, resulting in a **15%** increase in employee satisfaction and improved retention of top talent.
- Led a change management project to introduce self-service culture, increasing employee participation by **90%** through targeted training and committee engagement.
- Led the development and implementation of employee engagement strategies, resulting in a **92%** increase in productivity and **85%** employee satisfaction rate through weekly activities and events.
- Streamlined PMS processes to boost participation & efficiency, achieving **100%** completion rate within set timelines.
- Effectively managed stakeholder relationships during a colleague's prolonged absence, ensuring **100%** continuity in HR operations, with no critical tasks left unaddressed.
- Addressed deep-seated biases and lack of inclusivity, leading to employee engagement disparities. Implemented DEI initiatives, including benefits extension to contract workers and diverse hiring, resulting in a **25%** increase in workforce diversity and a **15%** boost in employee engagement.
- Streamlined team adoption of new HR technologies, achieving a **50%** reduction in manual data entry and a **30%** increase in system efficiency.
- Effectively managed the **2023 Family Day event**, delivering a highly praised experience to **250 employees** and their families, while ensuring seamless execution under tight timelines.
- Reduced **20%** resignation rates among key employees by addressing concerns through one-on-one listening sessions and developing personalized growth plans.
- Effectively managed HR team, driving **25%** operational efficiency across key functions, despite leadership gaps.
- Conducted **2** town halls and forums to communicate **100%** of salary adjustments, minimizing resistance to **90%** of employees.
- Facilitated multiple team-building events, boosting collaboration and strengthening employee relations across departments.
- Conducted training sessions on HR policy updates, enhancing staff understanding and engagement with company policies.

Assistant Manager Human Resources
Sep 2014 - Feb 2017

Ventiv Technology
📍 Noida

- **Award for Excellence in Recruitment and Core HR Activities (2016)**: Recognized for outstanding achievement in recruitment, employee engagement, and core HR activities. Awarded for going beyond the call of duty to deliver excellence in driving key HR initiatives and supporting the organization's talent acquisition and employee engagement goals.
- Designed and implemented an end-to-end HRMS, automating processes and driving **70%** reduction in manual data entry.
- Accelerated hiring processes to meet **20-**developer hiring deadline within a month's timeline, resulting in the **Excellence in Recruitment, Employee Engagement, and Core HR Activities (2017) award**.
- Improved HR process efficiency by **40%** through automation, reducing administrative tasks and increasing HR team productivity by **30%** through data-driven insights and strategic reorganization.
- Spearheaded large-scale events, including a company-wide family day, "**Reboot**," with meticulous planning and execution, despite limited experience in event management.

Human Resource Executive
Aug 2013 - Sep 2014

Sterco Digitex
📍 Noida

- Developed comprehensive **onboarding programs**, reducing **new hire training time by 30%** and increasing **employee retention rates by 25%**.
- Led recruitment of **30 IT professionals**, achieving a **20% reduction in recruitment costs** and a **100% onboarding completion rate** within a month.

- **Negotiated salary offers** with **95% success**, reducing offer rejections and accelerating onboarding times.
- Streamlined employee documentation processes, improving **document accuracy by 25%** and significantly reducing manual corrections.

Recruitment and Client Coordination

Aug 2010 - Jun 2011

Elixir Web Solutions

📍 Dehradun

- Managed recruitment operations efficiently by leveraging **ATS functionalities**, improving tracking, reporting, and coordination, leading to a **20% increase in operational efficiency**.
- Developed strategic relationships with internal SPOCs, increasing the **candidate pipeline by 35%** and reducing **time-to-hire by 25%**.
- Closed positions **10% faster** by optimizing **ATS usage** for specialized IT roles, earning **"Pat on the Back" recognition** for early closures and achieving a **20% performance improvement** in meeting recruitment targets.

Education

Pursuing Doctorate of Business Administration in Leadership

Nov 2023 - Nov 2026

Golden Gate University, San Francisco, USA. 📍 Dehradun

PGDM in Human Resource

Aug 2011 - Jul 2013

IMI,Belgium 📍 Dehradun

Bachelor of Information Technology(BSc IT)

Jul 2007 - Jun 2010

Graphic Era Institute of Technology 📍 Dehradun