

Vaishali Chandila

PROFILE SUMMARY

Dynamic and results-driven Human Resources professional with over four years of experience in managing diverse HR functions, including recruitment, employee relations, performance management, and compliance. Adept at developing and implementing HR strategies that drive organizational effectiveness and employee engagement. Proven ability to foster positive work environments and address complex HR challenges with a strategic mindset. Demonstrated success in streamlining processes, enhancing talent acquisition, and delivering impactful training programs. Strong interpersonal and communication skills, with a commitment to upholding ethical standards and promoting a culture of inclusivity and respect.

PERSONAL INFORMATION

- ✉ **Email** vaishali.chandila@gmail.com
- 📞 **Mobile** (+91) 8899122446
- 📅 **Total work experience** 4 Years 2 Months

KEY SKILLS

- Employee Relations
- Processing & HRMS
- Labour Laws
- Employee Relation and Conflict Resolution
- Recruitment Management
- Payroll Management
- Talent Acquisition
- Attrition Management

OTHER PERSONAL DETAILS

- City** Noida
- Country** India

LANGUAGES

- English

EDUCATION

- 2020** B.Com
Hemwati Nandan Bahuguna Garhwal University, Garhwal
- 2017** XIIth
Kendriya Vidyalaya
- 2015** Xth
Kendriya Vidyalaya

WORK EXPERIENCE

- Jan - 2025 - Present** Human Resource Manager
Digimarq Technology Pvt Ltd
Strategic HR leader with expertise in talent management, employee engagement, and organizational development. Led end-to-end HR operations, improved retention and performance, implemented competitive compensation structures, ensured compliance, and fostered a positive workplace culture. Skilled in strategic HR planning, recruitment, training, and policy formulation.
- Feb 2023 - Jan - 2025** Assistant Manager HR
Surya Water Technologies
Implemented a new employee engagement program, resulting in a 20% increase in employee satisfaction scores.

Conducted comprehensive training sessions for 50+ employees, leading to a 15% improvement in overall team performance.

Developed and executed recruitment strategies, resulting in a 30% reduction in time-to-hire.
- Jul 2022 - Feb 2023** Senior Human Resource Executive
Menawell Technologies Pvt. Ltd.
Execute end-to-end payroll processing activities, including data entry, calculations, and disbursements.
Verify and reconcile payroll data to ensure accuracy.
Stay informed about changes in tax laws and labor regulations affecting payroll.
Prepare ad-hoc reports related to payroll data analysis.
Employee Information, Time and Attendance, Payroll Software/System

Jul 2021 - Jul
2022

Human Resource Executive

Altruist Technologies

Collaborate with hiring managers to identify staffing needs. Develop and implement effective recruitment strategies. Conduct interviews and facilitate the hiring process. Oversee the onboarding process for new employees. Act as a mediator in conflict resolution. Address employee grievances and concerns. Implement performance appraisal processes. Provide guidance on setting performance goals

8 Months

Recruitment and onboarding Enhancement Redesigned the recruitment process to streamline candidate sourcing and improve hiring efficiency. Developed and implemented a new applicant tracking system (ATS) and revamped the onboarding process, resulting in a 30% reduction in time-to-fill and a 20% increase in new hire retention.

Projects
6 Months

HR - Behaviour & Diversity in the workplace -
(Alison CCPD Certified)

Projects
2 Months

Effective Business Communication