

Vaishali Chandila



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

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.

EDUCATION

2020	B.Com Hemwati Nandan Bahuguna Garhwal University, Garhwal
2017	XIIt Kendriya Vidyalaya
2015	Xth Kendriya Vidyalaya

WORK EXPERIENCE

Jan - 2025 - Present	Human Resource Manager Digimarc 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.
Jul 2022 - Feb 2023	Developed and executed recruitment strategies, resulting in a 30% reduction in time-to-hire. 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