

Neha Patel

Compliance Officer

Email Id: nehapatel.9355@gmail.com | **Contact no.:** 7987213613

LinkedIn: <http://linked.com/in/neha-patel-37b452106/>

Career Objectives

Experienced Compliance Officer with a proven track record of implementing effective compliance programs, seeking a challenging role to leverage my skills and reporting to drive compliance excellence and mitigate risks for the organization.

Academic Qualification

- PGDM from SIMER Durg (C.G). 2016
- B.Com. from Pt.RSU, Raipur. (C.G.) 2014

Certification

- Diploma in Labour Laws and Statutory Compliance for HRs – Udemy Jan 2024

Work Experience

Promax Infosolutions | 10/2023 - Present

HR Compliance Consultant

Responsibilities:

- DBS Application: Assist in the application process for Disclosure Barring Certificates (DBS), a crucial compliance requirement.
- Candidate Onboarding: Ensure new candidates are compliant by verifying documentation and maintaining our candidate database.
- Training Coordination: Schedule candidates for training and Fit to Work (FTW) assessments, ensuring they meet industry standards.
- Document Follow-up: Proactively contact candidates via phone, email, and text to collect any outstanding documents required for compliance.

Ian Martin Group – Raise | Remote | 07/2022 – 09/2023

Associate Recruiter

Responsibility:

- Responsible for full recruitment cycle sourcing, screening the resumes, rate negotiation, processing interviews and candidate placement for the targeted companies.
- Working for Canada location for technical roles, worked with telecom, aerospace and IT solution provider clients such as Bell, CAE and Kyndryl.
- Sourcing and screening for different technical position such as DevOps Engineer, Data Engineer, Data Analyst, Data Architect, AWS cloud, Azure cloud. Security Analyst, IT Help Desk Support.
- Working for Non-IT positions such as call center executive, customer service representative, Talent Acquisition Consultant, Talent Management Consultant.
- Working on T4 and Incorp, contract positions with Direct clients as well as Implementation partner.
- Working on job portals such as LinkedIn, indeed, Monster, LiveHire.
- Placing the candidates Canadian Citizens, Permanent Residents (PR), Open Work Permit (OWP).

LanceSoft Inc. | Vadodara, Gujarat | 01/2022 – 07/2022

Recruiter

Responsibilities:

- Worked as IT Recruiter for US and Canada location handle full recruitment cycle, worked on W2, C2C, T4,

Contract and fulltime positions for Direct clients.

- Placing the candidates US Citizens, Canadian Citizens, GC, PR, H1B, H4, TN, OWP.
- Experienced with Job boards LinkedIn, Monster, JobDiva.
- Worked on IT position such as Java Developer, Software Developer, Software Engineer, Business Analyst, IT Project Manager, Program Manager, UX/UI Digital writer and non-it roles such as Warehouse Technician, Supply Chain Warehouse Technician.
- Worked with Banking, IT, Healthcare and Semiconductor Manufacturing clients such as Morgan Stanley, IBM, Humana, Broadcom.

DCB Bank Ltd. 07/2016 – 12/2016

HR Trainee

Responsibility:

- Managing end to end Recruitment (screening of candidate, on boarding formalities/joining formalities), Bulk Hiring, Vendor Management, MIS Preparation, Induction Training,
- Organizing Employee Engagement Activities time to time to give a healthy environment to the employee.
- Handle Employee Grievances regarding their salary, leaves, job related troubles.
- Responsible for HR Audit and Employee Satisfaction Survey.

Crown Realities (Real Estates)

Management Trainee

Summer Internship (45 Days)

Generating leads through cold callings, doing promotional activities & understating consumer behavior with respect to real estate

Languages Known

- Hindi
- English