

# Neha

Human Resource Coordinator

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Date of Birth: 07-May-2003

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## Summary

A dedicated and detail-oriented HR professional with extensive experience in reporting, training program management and recruitment processes. Proven ability to manage multiple HR Functions efficiently and deliver high-quality support in various HR initiatives. Seeking to leverage expertise in a dynamic Assistant Manager HR role to drive organizational success.

## Skills

Microsoft, Recruiting, Onboarding, HRIS, Data Management, High Interviewing skills, Training Program Coordinate.

## Work Experience

### ITC Hotels Division Headquarter (Jan'22 – Present)

#### Human Resources Coordinator (Feb 2023 – Present)

1. Mainly Engaged in Data Management, Training Program Management, Recruitment and employee engagement
2. Compiled and analysed data from multiple sources to prepare the **quarterly Variable Performance Pay report**, ensuring accuracy and timely processing.
3. Prepared the **monthly Salary, Wages and Benefits (SWB) and headcount report** for top leadership, identified and analysing variances to enable effective monitoring of planned targets and supports strategic decision-making at the organizational level.
4. Gathered and validated all relevant inputs for **payroll processing**, insuring seamless coordination with the payroll team for accurate and timely salary disbursement.
5. **Administered and maintained employee data** in the **Vantage Circle** employee recognition platform, ensuring data accuracy and seamless functionality. **Developed and presented a comprehensive monthly dashboard** trend, offering key insights into engagement trends. **Proactively addressed and resolved queries** from all units, enhancing user experience and system efficiency.
6. **Streamlined the PO/PR process** by maintaining comprehensive logic notes for better traceability and compliance, implementing a structured follow-up mechanism to minimize payment delays, and improving vendor satisfaction through timely and accurate payments.
7. Short listing the candidates through various checks such as communication skills, experience, education background and compensation etc for initial interaction.
8. Scheduled and coordinated interviews, ensuring a streamlined and efficient process for candidates and hiring managers.
9. Handling the entire pre- and post-employment formalities, including background checks and documentation, to ensure compliance and readiness for new hires.

10. Preparing and delivered comprehensive monthly headcount and attrition reports, ensuring accuracy and timely distribution.
11. Generated weekly headcount reports to provide up-to-date staffing information for management.
12. Coordinate and arrange training documents, ensuring all materials were prepared and available for training sessions.
13. Manage communication with trainers and trainees, facilitating smooth logistics and scheduling.
14. Collected and analysed post-training feedback, identifying key development areas to enhance future training programs.

### **Human Resources Apprentice (Jan'22- Jan'23)**

1. Managing employee files and ensuring accurate record-keeping
2. Collecting and organizing data
3. Following up with various units to gather necessary information and maintain efficient workflow.
4. Assisted in managing employee exits and related processes
5. Supported recruitment efforts, from screening candidate to onboarding.
6. Contributed to initiatives aimed at improving employee satisfaction and involvement

### **Education**

1. Post-Graduation Diploma in Human Resources Management  
Symbiosis Centre for Distance Learning, Pune | Pursuing
2. Bachelor of Computer Application  
Indira Gandhi National Open University, Delhi | 2022
3. Class 12 (Higher Secondary)  
Sarvodaya Kanya Vidyalaya, CBSE | 2018
4. Class 10 (Secondary)  
Sarvodaya Kanya Vidyalaya, CBSE | 2016