

RAJNI GANDHA

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EXECUTIV SUMMARY

Highly motivated and dedicated Human Resources professional with 5 years of experience in India & Maldives assisting and fulfilling organization's Human Resources needs and requirements. Effective and confident communicator who possesses an in-depth knowledge of HR processes and procedures and well versed in day-to-day operations of human resources department.

EDUCATION

AUGUST 2016

MASTER'S IN HOSPITALITY & TOURISM MANAGEMENT, MANIPAL UNIVERSITY

9.24 CGPA

MBA HR & Marketing Management - Ongoing

EXPERIENCE

AUGUST 2023 – PRESENT

ASSISTANT MANAGER TALENT & CULTURE: IBIS NEW DELHI AEROCITY (ACCOR)

- Payroll, Compensation & Benefit
- Statutory Compliance
- Coordinating with Auditors
- Talent Acquisition
- Management Information, MIS & reports
- Annual Maintenance Contracts, Asset Issuance and Tracking,
- Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.
- Vendor Management
- Audit –
- Employee Engagement

MARCH 2022 – AUGUST 2023

TALENT & CULTURE EXECUTIVE: RAFFLES MALDIVES MERADHOO, MALDIVES (ACCOR)

- Identifying future hiring needs and developing job descriptions and specifications.
- Collaborating with department managers to compile a consistent list of requirements.
- Attracting suitable candidates through databases, online employment forums, social media, etc.
- Conducting interviews and sorting through applicants to fill open positions.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Completing paperwork for new hires.
- Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.
- Providing recruitment reports to team managers.
- VISA, ticketing & Onboarding

MAY 2019 – MARCH 2022**HR & TRAINING OFFICER: JA MANAFARU, MALDIVES**

- Coordinate and deliver professional and inspiring induction to all new colleagues.
- Liaising with existing staff to clarify job descriptions and related expectations.
- Coordinate & deliver Brand Awareness Training.
- Track progress on-boarding to ensure retention.
- Coordinate & support training for statutory compliances & SOPs.
- Create and deliver training presentation and materials using MS-Office.
- Drafting instructional manuals, onboarding materials, and other relevant documentation.
- Coordinating external training as the need arises.
- Monitoring staffs' performance by liaising with line managers and department heads.
- Availing yourself as a sounding board for all employees with the explicit aim of improving their orientation and training.
- Developed human resource related training for employees
- Onboarding and Off boarding of employees / Joining & Exit Formalities
- Investigated allegations of discrimination, sexual harassment, and unfair employment practices
- Reviewed and approved all written corrective action to ensure fairness and consistency
- Managed the recruitment process
- Complied and maintained personnel reporting information and documentation; maintained Personnel records, to include official personnel files and annual performance appraisals
- Operated as an internal auditor
- Managed all aspects of leave administration, including employee notifications and health benefits
- Recorded and transcribed meeting minutes
- Managed expenses and travel assignments
- Applied for Visa for Expat employees
- Handled Contractors and Service Providers

APRIL 2018 - MARCH 2019**HR COORDINATOR, THE RITZ-CARLTON BANGALORE, INDIA**

- Managed all aspects of leave administration, including employee notifications and health benefits
- Administered Payroll, Compensation & Benefits
- Maintained relationship with Government officials and maintained Government Compliances
- Internal Audit
- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Assist with performance management procedures.
- Perform orientations and update records of new staff.
- Produce and submit HR related reports.
- Managing Contractors and service provider.
- Support other assigned functions.
- Keep up to date with the latest HR policies and best practices.

MAY 2017 - JANUARY 2018**HR EXECUTIVE, RE:GEN:TA CENTRAL JALAMAHAL JAIPUR, INDIA**

- Directed all hiring procedures of new employees
- Onboarding and Off boarding including joining formalities and exit formalities
- Administered Leave management, Payroll, compensation, and Benefits
- Liaison with Government officials

- Maintained Statutory Compliances data
- Liaison with Contractor and service provider
- Drafted documents, reports, and memos

DECEMBER 2015 - JUNE 2016

JOB TRAINEE – HR, HOTEL ROYAL ORCHID JAIPUR, INDIA

- Scheduled meetings and coordinated appointments
- Maintained confidentiality and discretion
- Maintained staff Cafeteria and staff notice board
- Responded to calls and emails
- Organized and sorted incoming mail
- Upholding confidentiality
- Created & maintained Filing system

SKILLS

- IT Skills - Windows 7, Windows 10, MS Office
- ERP, HRMS & Payroll Software – IDS, HRMS O-Source (Marriott India), ALIF (Oracle), FUSION, PeopleSoft (Oracle)
- Recruitment Software & Portals – Naukri Portal, Marriott GRS, Indeed, LinkedIn, Job-Maldives Portal

REFERENCE

- Ms. Saloni Mehta
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