

**NEHA ARORA SADANA**

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## PROFILE SUMMARY

Over 10 years of professional experience & seeking a challenging position to utilize my skills and abilities in areas of Human Resource Development and Backend Operations which offers a professional growth while being resourceful, innovative and flexible.

### Professional Summary:

S.No.	Designation	Organisation	Period
1	HR & Operations Manager	Research Pixie	20 <sup>th</sup> Aug'18 till date
2	HR Assistant	Unicharm India Pvt. Ltd	7 <sup>th</sup> Dec'15 till 12 <sup>th</sup> May'17
3	Ex. Assistant Operations	GKB Rx Lens Pvt. Ltd	Oct'11 - Nov'15
4	Assistant Manager(Operations)	A.P.Pvt. Ltd.	Sep'09 - Jul'11

### KEY RESPONSIBILITIES

#### HR & Operations Manager- Research Pixie

- Looked after the complete recruitment cycle(Campus Recruitment/Walkins/Portal) for Research Pixie.
- Handled Back Ground Verification Process for New Joiners
- Involved in Making & Analysing different Report every month
- Involved in both Pre Joining and Post Joining formalities starting from smooth functioning of Internal hiring of candidate, interview, assisting in evaluating Pre joining docs , involved in background reference check, prepare salary structure ,salary negotiations
- Induction & Orientation- Ensure smooth on-boarding/joining of new hires, briefing about Companies HR Policies and sending their welcome mail all across
- Issuing Offer & Appointment Letters , co-coordinating with Admin dept. for issuing Id cards, visiting cards.
- Maintain MIS of employees, and Monthly Manpower status, and updating various type of information list like Holiday list. Birthday Anniversary list, etc. and Maintain personal data of employees.
- Compilation of Attendance, Leave Management, and Exit Management & Payroll. Preparing monthly data of the employees according to their monthly attendance and maintaining leave records.
- Responsible for complete Exit process, includes Exit Interview and form, Full & Final process, Attrition Analysis report.
- Handling overall administration & HR Operations for the entire office
- Managing the appraisal process for employees to ensure fair, timely and effective execution
- Handling employee engagement programs, employee motivation such as Birthday & Festive Celebrations etc.
- Involved in every decision for employee growth and organisational growth
- Performance Evaluation/Confirmation Letters and all correspondence for Research Pixie
- Data to Day Correspondence of the Company
- Operations Team Management, Handling queries/Resolve Conflicts/Decision on Performance/Firing and communication to team
- Vendor Management/Policy updation/Maintaining the SLAs

#### HR & Assistant- Unicharm India Pvt. Ltd.

- Looked after the complete recruitment cycle, PAN INDIA Sales Recruitment
- Handled Back Ground Verification Process for New Joiners
- Involved in Making & Analysing different Attrition, Headcount , Sales Productivity Report every month
- Involved in both Pre Joining and Post Joining formalities starting from smooth functioning of Internal hiring of candidate, interview, assisting in evaluating Pre joining docs , involved in background reference check, prepare salary structure ,salary negotiations
- Induction & Orientation- Ensure smooth on-boarding/joining of new hires, for offroll and onroll candidates and briefing about Companies HR Policies and sending their welcome mail all across
- Issuing Offer & Appointment Letters, co-coordinating with Admin dept. for issuing Id cards, visiting cards.
- Maintain MIS of employees, and Monthly Manpower status, and updating various type of information list like Holiday list. Birthday Anniversary list, etc. and Maintain personal data of employees.
- Compilation of Attendance, Leave Management, and Exit Management & Payroll. Preparing monthly data of the employees according to their monthly attendance and maintaining leave records.
- Responsible for complete Exit process, includes Exit Interview and form, Full & Final process, Attrition Analysis report

- Handling overall daily correspondence & Vendor Management
- Assisting HR Manager in the appraisal process for employees to ensure fair, timely and effective execution
- Assisting in employee engagement programs, employee motivation such as Birthday & Festive Celebrations etc.
- Performance Evaluation/Confirmation Letters and all correspondence

#### **ASSISTANT IN OPERATIONS- GKB Rx Lens Pvt. Ltd**

- Work in coordination with CS/Sales/Tracking Team to follow-up on receipt of orders
- Ensure the product delivery to customers within time norms by coordinating with Production and Tracking Team
- Conducted data analysis to generate daily reports on adherence to service levels and working in coordination with SL department to ensure due compliance
- Updating the daily pending activity to production and operations related team.
- Maintaining daily, weekly and monthly data analysis reports on rework, loss, MIS& trends on various factors responsible for delivery to be presented to the VP
- Facilitating in operations (CAPEX), documentations
- Generating the records from ERP and adhering to TAT trend for service delivery
- Monitoring basic logistics functions for key clients
- Managing D+2 service level for customers to ensure 95% delivery in 2 days
- Handling the process of stock delivery & production
- Analysing yearly data to identify major loopholes / shortcomings which caused losses/ reworks and suggesting methods/ means for improvement
- Coordinating with Development Teams to ensure right tool sets are made available for content collection
- Administering the basic facility management functions involving housekeeping, back-office, etc.
- Pivotal in streamlining processes through measures
- Successfully developed & implemented timely trend for each factor to streamline the delivery function
- Holds the merit of implementing systems in the organisation to ensure proper documentation of receipts & invoices
- Worked on implementation of administration & HR procedures
- Liaised with sales team for preparation of quotations related to various products like HDPE, PVC, etc.
- Maintained records related to the order confirmation
- Processed the confirmed orders to final execution stage along with LC & other documents and formalities
- Handled the receipt & revert process of business letters and correspondences
- Followed-up with existing & prospective clients to generate more business
- Evaluated and analysed products information & feedbacks to present comparative analysis with competitors' products

#### **ACADEMIC DETAILS**

2009	MBA (HR & Marketing) from ICFAI University, Jaipur
2007	B.Sc. from LBS College, Kotputli - Jaipur (University of Rajasthan)
2005	Diploma in Computer Application (DCA) from Jaipur (Bhopal University)
2004	Sr. Secondary from Emmanuel Mission Sr. Sec School, Kota
2002	Secondary School from Emmanuel Mission School, Kotputli

#### **SUMMER INTERNSHIP**

Title:	Comparative Analysis & Functioning of Cox and Kings (I) Pvt. Ltd. with Other Players in Market
Organisation:	Cox & Kings (I) Pvt. Ltd., Jaipur
Description/Findings:	Detailed comparison of COX & Kings with other market players in same field like Thomas Cook etc
Duration:	3 months

#### **ACADEMIC PROJECTS**

- Conducted management research on "Performance Management System and its Methods" to find out and prove different process to analyze performance on hierarchy basis (key learning/outcomes)
- Researched on SHUBH SHANTI NIWAS, MOTHER TERESA Old Age Home as a part of Soft Skills Training to gain skills such as team effort, time management & listening skills etc.

#### **EXTRACURRICULAR ACTIVITIES & ACCOLADES**

- Bagged Best Dancer Award in Inter-school Dance Competition, 2002
- Received Gargi Award from Govt. of Rajasthan, 2003 for gaining more than 75% in 10th board exam
- Won Inter-College Quiz Competition, 2004 and Inter College Management Festival at Poddar Institute of Management, Jaipur, 2007
- Served as member of ICFAI Academic Club
- Organised several HR Workshops for Attrition, HR Planning, Training & Development

- Participated in several role plays and presentations at school & college level
- Took part in Stage Play “Na Jaane Kinni Vesh Mein “at Jawahar Kala Kendra, Jaipur
- Acted as coordinator in Annual Management Festival Ablaze’07 and member of anchoring committee in Ablaze’ 08
- Organised several debates, documentaries and presentation competitions

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#### **IT SKILLS**

- Well versed in MS Word/Excel/PowerPoint

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#### **SOCIAL ENGAGEMENT**

- Served as active member of an NGO for women welfare

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#### **PERSONAL DETAILS**

Date of Birth:	13 <sup>th</sup> November 1986
Languages Known:	English, Hindi and Punjabi
Address:	House No.35/8 Marla, Model Town, Gurgaon-122001
Marital Status:	Married