



Lakshita Chadha

| Gurugram |

| 9654163966 | lakshitachadha05@gmail.com

Objective

Work with a positive attitude to contribute to the organization. Self-confidence and great patience. Detail-oriented and proactive HR Generalist and Administrative professional with 4 years of experience in managing HR functions, office operations, and cross-functional coordination. Adept at handling recruitment, employee relations, benefits administration, and day-to-day office tasks. Seeking to leverage strong organizational, communication, and multitasking skills to contribute to the success of Company by providing seamless HR and administrative support that enhances productivity, employee satisfaction, and operational effectiveness.

Experience

• NMG Technologies Pvt Ltd

February 2024 - Current

Human Resource Generalist

➤ Roles & Responsibilities:

- Develop job descriptions, schedule interviews, provide interview forms, and conduct first-round interviews.
- Issue offer and appointment letters, manage documentation, and conduct inductions for new hires.
- Prepare and send daily attendance and task reports for accurate tracking.
- Organize employee engagement activities, including Fun Fridays, to boost team morale.
- Maintain inventory of office supplies and medical stock, ensuring availability.
- Prepare exit documents, complete review forms, and manage full and final settlements.
- Handle PIP closures, issue warning letters, and ensure documentation of performance actions.
- Prepare salary sheets, ensure accuracy in payroll, and manage employee leave records.
- Planned and managed the monthly budget for employee engagement activities to enhance workplace morale.

• Zcentric Global Technology Pvt Ltd

January 2021 - December 2023

HR Admin

➤ Roles & Responsibilities:

- Oversee recruitment, hiring, and onboarding processes.
Maintain and update employee records.
- Track attendance, manage leave requests, and prepare leave reports for payroll.
- Maintain HR databases and update employee information
- Assist in resolving employee relations issues.
Address employee inquiries and resolve basic HR-related concerns.
- Handle exit processes, including preparing documentation, conducting exit interviews, and processing final settlements.
- Manage office supplies, equipment, and general office administration.

Education

- S D Memorial Sr Sec School - CBSE
10th
- National Institute of Open Schooling
12th
- Sri Aurobindo College - IGNOU
BA

Skills

- Recruitment & Talent Acquisition
 - Multitasking
- Employee Relations
- Performance Management
- HR Documentation
- Communication Skills
- Human Resource Management
- Administrative Skills

Achievements & Awards

- Certification for Completing the E- Marketing Institute Online Course and Examination of “**Affiliate Marketing**”
- Certification for Completing the E- Marketing Institute Online Course and Examination of “**E-Commerce**”
- Certificate of Appreciation Time and Attendance Exemplary Performs for the Month of April’2024 and October’2024.

Interests

- Travelling
- Trekking
- Volunteering

Languages

- Hindi
- English

Thanks & Regards

- Lakshita Chadha
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Declaration

- I hereby declare that the above written particulars are true to the best of my knowledge and belief.