



Neha Rawat

HR Manager

Contact

9599635803

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Gurgaon, Haryana

About Me

Experienced and detail-driven professional with 10 years in delivering outstanding results across various outsourced businesses and 6 years in recruitment. Committed to applying theoretical knowledge to achieve practical outcomes that support organizational success. Consistently excels in meeting KPIs and contributing to both personal and company objectives.

Skills

- Management Skills
- Human Resources Information System
- Employee Lifecycle Management
- Employee Relation
- HR Operation
- Exit Management
- New Hire Onboarding
- Talent Acquisition
- Team Leadership

Education

- Bangalore University
Garden City College
Bachelor of Computer Application
Completed in 2012
- St. Josephs High School Science (BCP)
Completed in 2010

Experience

- HR Manager 2021 - 2024
Hexalar Pvt Ltd
 - Recruitment & Staffing: Managing the hiring process to attract and select qualified candidates.
 - Employee Relations: Promoting a positive work environment and resolving conflicts.
 - Training & Development: Facilitating skill development and career growth for employees.
 - Performance Management: Evaluating employee performance and supporting goal-setting.
 - Compliance: Ensuring adherence to labor laws and company policies.
 - Employee Engagement: Fostering job satisfaction and retention strategies
- HR Lead 2020 - 2021
F&S Skill Academy Pvt. Ltd.
 - Overseeing HR operations
 - Leading recruitment efforts
 - Managing employee relations & guiding performance management
 - Driving employee engagement initiatives.
- HR & Training Lead 2018 - 2020
S.R. Broker LLP
 - Hiring Real Estate Freelancers on commission basis
 - Delivering project-specific training
- Saburi TLC Gurgaon 2017 - 2018
SME: Tech Support US & UK
- Aegis Bangalore 2012 - 2015
Sales, Customer Service, Tech Support

References

Hari Krishna Chintakayala

Hexalar Pvt Ltd, Director

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Shabnam

F&S Skill Academy, Director

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