

Ashika Tomar

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Dynamic and results-driven HR Manager with 6+ years of experience in managing human resources functions, including recruitment, onboarding, employee relations, performance management, and policy development. Proven ability to align HR strategies with business goals to improve workforce efficiency and company culture.

Skill Highlights

- IT & Non IT Recruitment
- Employee Records Management
- Onboarding & Offboarding
- Employment Background Verification Check
- Payroll Administration
- Policy Compliance
- Time & Attendance Tracker
- HR System Management
- Performance Management Support
- Compliance Reporting
- Employee Engagement & Satisfaction
- Employee Retention
- Policy Drafting & Implementing
- Prevention of Sexual Harassment (POSH)
- Prepare Documents, Presentation as needed
- Communicating
- Team Building & Team Handling
- HRMS & ATS

Work Experience:

Buopso Pvt. Ltd.	: HR Manager	Mar 2022 – Present
Zaptas Technologies Pvt. Ltd.	: HR Manager	Mar 2021 – Mar 2022
AppSquadz Software Pvt. Ltd.	: Sr. HR Executive	Sep 2019 – Mar 2021
Cogito Tech LLC	: HR Executive	Nov 2018 – Aug 2019

- Sourcing, screening, and shortlisting candidates for various technical positions (Software Engineers, Developers, QA, System Administrators, etc.) from deferent-2 platform like Naukri, Indeed, Shine, LinkedIn..
- Write and post clear job descriptions on job boards, career websites, and social media platforms.
- Work closely with seniors to understand job requirements.
- Coordinate interview schedules, ensuring timely communication with candidates and interviewer.
- Offer preparation, negotiation, and extension, maintaining a smooth onboarding process for successful candidates.
- Maintain and update the Applicant Tracking System (ATS) with candidate information and status updates.
- Maintain and update employee records, ensuring accuracy and confidentiality in HR databases.
- Coordinate the onboarding process for new hires and manage offboarding for exiting employees, including exit interviews and clearance processes.
- Support payroll processing, ensuring timely and accurate compensation.
- Monitor attendance records, track leave balances, and generate reports on leave and attendance metrics.
- Maintain and update the HRIS (Human Resource Information System) and ensure data accuracy for all employee records.
- Identify areas for improvement in HR processes and suggest or implement changes to enhance efficiency and effectiveness.
- Assist with the performance appraisal process, including tracking reviews and providing support to managers and employees.
- Conducting meetings, employee engagement, event management

Education

MBA from Rajasthan Technical University, Jaipur in 2016