

CURRICULUM – VITAE

Neha Tri vedi
D/o, Shri M. R Tri vedi
Opp Om Sri Sai Kripa
Gandhinagar, Gudhiyari, Raipur CG
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SUMMARY

Strategic and innovative HR Manager who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital in every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

OBJECTIVE:

To utilize my knowledge & skills to my maximum extent and obtain a challenging position in the field of management and to associated with such an organization that recognizes skills & rewards commitments.

SKILLS SET:

Recruitment
Training & Development
HR Strategist
Audit

Employee Engagement
Statutory Compliances
HRMS
Policies & Procedures

PMS
HR Generalist
Exit formalities
HR Operations

PROFESSIONAL EXPERIENCE:

Deputy Manager- Manorama Industries Limited
From Feb 2022 to Till Date

Initially appointed as “Asst. Manager”- HR & Admin and promoted to “Deputy Manager” in the span of 01 year.
Presently handling Team Size of 04 members.

STRATEGY & FORECASTING:

- Extending support to General Manager in achieving HR Strategic objectives of the Company.
- Responsible for collecting data and preparing yearly budget under the guidance of GM - HR.
- Plans and facilitates the HR Strategic planning process, ensuring the comprehensive strategies, plans and budgets are developed, approved and communicated.
- Driving the implementation of the plans and monitoring results.
- Analyzing statistical data and reports to identify the problems and develop recommendations for improvements.

HR OPERATIONS:

- Responsible for maintaining the work structure by updating job descriptions, KRAs & KPIs for all positions in consultation with respective HODs.
- Responsible for half yearly review and assessment of employee's performance and submission of the reports to the Management under the supervision of GM-HR.
- Responsible for designing, maintaining and updating Organization chart.
- Working closely with HODs, Functional Heads and Managers for understanding, designing, maintaining, reviewing and updating SOPs of all Departments.
- Working closely with HODs, Functional Heads and Managers for Performance Management, Promotions and Confirmation of the employees.
- Responsible for conducting exit process for employees in a highly employee centric approach and prepare summary report of Exits and submit report to GM-HR on monthly basis.
- Keep abreast of regulatory developments and advisories within or outside the organization as well as evolving best practices.
- Handling employee related disciplinary issues taking appropriate actions such as show cause notice, warnings, conducting enquiries and termination etc.
- Responsible for designing road map and strategically conducting various surveys (Employee Satisfaction Survey) for better understanding of Employee perspective
- Responsible for designing new Policies, periodic review and its implementation, keeping in view the future expansion plans.
- Responsible for drafting legal correspondence and agreements.
- Responsible for reviewing all aspects of human resources in checklist form for both Internal & External Audit purpose.
- Responsible for participating and proactively coordinating with QA & QC Team in Non Statutory, Quality, Certification, Regulatory, Due Diligence, MSME Audits etc and ensure closure of the non conformity within stipulated time.
- Responsible for conducting Skills gap analysis, Competency Matrix and Skill Matrix of the employees.
- Responsible for submitting monthly MIS.

PAYROLL, TIME OFFICE & DOCUMENTATION:

- Monitoring time office, attendance and payroll system including challans and timely payment.
- Responsible for maintaining and taking care of the personal records of the employees.
- Responsible for taking care of statutory compliances and labour, employment (EPF, ESIC, Minimum Wages, Bonus, Gratuity, LWF, Maternity Returns, Professional Taxes, POSH Returns, Factories Act, Form no. 21, Leave Register, Adult Register, Shops & Establishment, Registers & records as per Contractor Act etc)

TRAINING & DEVELOPMENT:

- Responsible for handling and managing Employee Induction Program at Plant each month.
- Responsible for preparing and maintain yearly Event Calendar of the Organization which includes birthdays, festivals celebration and conducting Employee Engagement activities at per Event Calendar.
- Responsible for preparing, maintaining and updating yearly Training Calendar of the Organization in coordination with Internal, External Trainers after gathering inputs and data from Concerned authority.
- Responsible for organizing and training employees on POSH.
- Responsible for maintaining good working culture, building strong team and developing proper systems.

Achievements:

- 01. Introduced “Employee Referral Scheme” Policy and “Suggestion Policy”.**
- 02. Designed “HR Manual” under the guidance of GM- HR.**
- 03. Successfully implementation HRMS in the organization.**
- 04. Acted as a Core Member for E&Y Audits (Financial, Legal) and in the preparation of BRSR & GRI Report.**

Manager- HR & Admin, Secured Security Solutions Pvt. Ltd, From June 2019 to Jan 2022

- Responsible for managing end to end recruitment, Team extension, Salary Negotiation, Joining formalities, Employee verification, Induction, Exit Interviews and Formalities
- Responsible for designing Job Description, KRAs and title to be offered.
- Acting as a SPOC on HR matters and queries and provide strategic and tactical human resources advice.
- Provide support and advice to internal and external stakeholders on the range of policies, agreements and processes.
- Managing employee benefits data- eg. Medical insurance schemes, PF, ESIC, Term Insurance and accidental policies of the employees.
- Providing timely input in case of resignation of the employees and taking care of their Full & Final Settlement.
- Responsible for labour and employment compliances.
- Keep abreast of regulatory developments and advisories within or outside the organization as well as evolving best practices.
- Control statutory compliances for PAN India location as per requirements of the labour laws- PF, ESIC, PT, filing Annual Return etc.
- Responsible for execution of policies at HO and branches, responsible for execution of Employee Engagement Activities and new HR initiative.
- Handling employee related disciplinary issues taking appropriate actions such as show cause notice, warnings, conducting domestic enquiries and termination etc.
- Generating payroll and handling queries related to salary of the employees.
- Administer operational tasks with quality and accuracy in a timely manner (e.g. letters generation, effecting personnel changes).
- Taking care of the legal issues and coordinating with the lawyers for the same.
- Responsible for managing and handling events, meetings and conferences.

Achievements:

- 01. Initiated and implemented training module and calendar for the guard's training for Raipur Branch.**
- 02. Implemented designing JDS and updating KRAs periodically.**
- 03. Designed Company Brochure, Pamphlets and Website Content.**

HR Manager, Sambhav Agro Industries, From Nov 2015 to Oct 2018

Responsible for end to end recruitment, Salary Negotiation, Joining Formalities, Induction, Designing and updating job description timely, reviewing KRAs & KPIs, Counseling, Exit Interviews & Formalities, Payroll Generation, F&F settlement, Taking care of Statutory Compliance (PF & ESIC), Handling employee's grievances & disputes, Designing & Reviewing policies and its implementation, Maintaining leaves records and attendance, Employee Engagement activities, Checking travelling bills and forwarding to accounts, Training staff and personnel, Handling Events, Handling Performance Management System, Change Management, coordinating with legal team for sending notices to the defaulter parties, Tax Laws.

Achievements:

- 1. Setup HR Department, designed and implemented Leave Policy, Safety Policy, TR Policy, Commission Policy & HR Policy.**
- 2. Restructured grade system and designed salary structure.**
- 3. Assisted in designing software according to Firms need and successfully implemented the same.**
- 4. Handled ESIC Inspection.**
- 5. Designed Job description and reviewing periodically.**
- 6. Developed and implemented PMS in the organization and trained the employees, managers for the same.**
- 7. Initiated and implemented Induction Program for the employees.**

Sr. HR Executive, SGAR Corporation, From Dec 2014 to Nov 2015

Receive applications from various sources (Data Bank, Job Sites, Consultants, Employee Referral), Posting the jobs and screening the relevant cv's for the same, Headhunting – Generating leads and converting them, Coordinate interviews with Panel Members, Regular follow-up with candidates till joining, Coordinate & facilitate for joining formalities of the candidate, Counseling the candidates, Preparing the job description as per the requirement of the client, Handling grievances and establishing cordial relationship within the organization, Taking care of the attendance, leave records and documentation, Preparing MIS of the recruitment (candidates attended and selected) and reporting to Managing Director on daily basis, Preparation of salary.

Clients: AUDI Raipur, OP Jindal University, Wallfort Properties, Avinash Builders, NH Goel World School, GEMS Cambridge International School, New Height's School, Shridhar Reddy International School

**HR/Admin Executive cum Trainer,
Bhaskar Foundation, From Oct 2011- May 2014.**

Recruitment & Selection-

Managing the complete recruitment cycle for sourcing the best talent, Releasing advertisement in print and electronic media, receiving applications from all sources, scrutinizing of applications, Scheduling interviews, making all arrangements for conducting interviews, Maintaining a database of the candidates attending interviews, Issuing Offer Letters, appointment letters, termination letters and experience certificates, Provides assistance to new hires on policies, process and systems, Induction Formalities & Joining formalities for new joiners/hires.

Other Responsibilities-

To resolve Employee Queries, Issues via mail, calls, Build network and create contacts within Industry, employers and managers. To liaison with the Industries for placement, Taking care of the general administration in the centre and handling team members. Trained the beneficiaries and place them in different organizations, Involved in designing and implementing HR policies and systems, Maintaining employee database (Both softcopy and hardcopy), Taking care of Attendance and Leave Records, Employee orientation, development, and recordkeeping.

As Trainer: Training plan, choosing relevant training methods and conducting Training sessions on soft skills, communication skills, retail.

**ISO Management Representative (Management Trainee)
Vijeta Pumps Pvt. Ltd., Dec 2010 – Sep 2011**

Recruitment functions: To shortlist the CV's and executes recruitment process and maintains personnel records. To execute recruitment process and maintain personnel records. Salary Negotiation. To issue offers letters, appointment letters etc. Preparing salary and incentives of the employees and taking care of attendance. Taking care of joining formalities of new employees and coordinating them. Taking care of documentation.

Training & Auditing: To release training circulars and notices as instructed by the director. To prepare and schedule training plan and execute the trainings. To maintain training records and report to the Director. To organize meetings and preparing minutes of the meetings. To organize the internal auditing within the organization. To create awareness about documentation, development and implementation of ISO in the organization.

Other Responsibilities: To ensure execution of all the functions in the organization To ensure availability of resources of the organization. To liaison with suppliers for material procurement. To ensure work discipline and security arrangements in the organization.

STRENGTHS:

- Possess lots of initiative and Self Motivation with a high objective and Result driven mindset.
- Good Communication and interpretation Skills.

PROJECT/ SEMINARS:

1. Project Report on "*Analysis of Working Capital Management*".
2. Compensation of CEO's- "*Issues and Challenges*".
3. How Economic and Political Events affect the Stock prices.
4. Comparison of various steel industries.

ACADEMIC QUALIFICATION:

- **LLB (2016-2019)**, From Kusum Tai Dabke College (Durga Education Society), Raipur (57.33%)
- **MBA, Human Resources and Finance (2008-10)**, Chhattisgarh Swami Vivekananda Technical University, Bilai (61%)
- **Bachelor in Commerce (2005-2008)**, Pt. Ravi Shankar Shukla University, Raipur (61.94%)

COMPUTER PROFICIENCY:

MS-word, MS-excel, MS-PowerPoint & Tally with Internet Proficiency.

SUMMER INTERNSHIP:

Name of the Organization	: Jindal Steel & Power Ltd. Topic
Topic	: Working Capital Management.
Duration	: 45 days.

PERSONAL DETAILS:

Date of Birth	: 02-02-1987
Father's Name	: Mr. Mukund Ram Trivedi
Language Known	: Hindi, English, Gujarati.
Marital Status	: Single

DECLARATION:

The above statements are true to the best of my knowledge and belief.

Place:

Date:

NEHA TRIVEDI