

Neha Datey

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Professional summary

- Results-driven HR professional with hands-on experience in employee engagement, talent acquisition, and HR operations. Currently refining expertise in IT and Non-IT recruitment, vendor management, and administrative processes through an experience at Shyena Tech Yarns. Additionally, actively contributing as a Placement Cell Committee member during my MBA, facilitating campus hiring initiatives and industry collaborations.
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Experience

Shyena Tech Yarns Pvt Ltd

Nov 2024 - Present

Associate- Talent Acquisition

- Proactively source and attract top-tier talent through leading job portal.
 - Coordinate interview scheduling and manage candidate information and performance using HR software such as Indeed, Shine, and Naukri.
 - Conduct telephonic, virtual, and in-person interviews of shortlisted candidates via calls and email communication.
 - Publish and promote job openings across social media platforms and other recruitment channels to attract qualified candidates and effectively manage and coordinate walk-in drives to ensure a smooth and efficient hiring process.
 - Source and screen resume to identify qualified candidates for open positions.
 - Maintain and manage end-to-end trackers for seamless HR operations and recruitment processes.
 - Coordinate with the candidate to discuss and negotiate the salary, ensuring a professional and mutually beneficial agreement.
 - Collaborate with hiring managers to assess and fulfil staffing requirements effectively.
 - Oversee leave and attendance management to ensure accurate tracking and compliance with company policies.
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Shyena Tech Yarns Pvt Ltd

May 2024 – Nov 2024

Internship Trainee

- Manage end-to-end recruitment for both IT and non-IT roles, ensuring a streamlined hiring process from sourcing to onboarding
 - Manage and coordinate events such as birthday celebrations, innovation initiatives, employee engagement activities, and people management programs to enhance workplace culture and productivity.
 - Establish and maintain strong collaborations with various vendors to source skilled candidates, ensuring a seamless recruitment process and fostering long-term professional relationships
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Academic Project

- **A Study of Employee Satisfaction and Employee Morale at Shyena Tech Yarns:** Conducted a study on employee satisfaction and morale at Shyena Tech Yarns, analysing key factors affecting engagement and productivity. Provided insights to enhance workplace culture and employee well-being.
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Education

- **MBA (HR)** Sinhgad Institute of management Pune - (1st year 8.3 CGPA) **2023 - 2025**
 - **BHMCT** –LAD Lady Amritabai Daga College, Nagpur university – (75%) **2019 - 2023**
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Skills

- **Leadership & Management:** Team leadership, decision making, finance management, time management, Employee Relations, Client Handling, Training and development, administration & Placement Coordination
- **Technical:** Advance Excel, Microsoft Outlook, HRMS, Competency mapping HR operations & SAP.