

# Saloni Dubey

Address:ATS Dolce Greater Noida-201310



## CAREER OBJECTIVE

Enthusiastic professional eager to grow experience in HR operations. Adept at evaluating employee performance and collaborating with professionals to provide the best HR service. Proven knowledge of how to streamline business processes, enhance productivity, and implement technology solutions. Well-versed in understanding core administrative needs and balancing conflicting demands while achieving KPIs. Ready to collaborate with TIP Inc. members to drive employee engagement and retention.



## PROFESSIONAL EXPERIENCE

### Human Resource Coordinator

Webmobril Technologies Private Limited | Mar 2023–Till Date

- Assist with the recruitment process, including posting job advertisements, reviewing resumes, and scheduling interviews.
- Manage the new hire process, including conducting orientation sessions, completing necessary paperwork, and ensuring compliance with HR policies and procedures.
- Maintain accurate and up-to-date employee files, including personal information, employment contracts, and benefits enrolment forms.
- Respond to employee inquiries regarding HR policies and procedures, benefits, and other related matters.
- Assist with the performance management process, including tracking employee performance evaluations and providing support to managers as needed.
- Assist with HR-related projects, such as employee engagement initiatives and training and development programs.
- Maintain HR-related databases and systems, ensuring accuracy and completeness of data.
- Manage various administrative tasks, such as processing invoices and maintaining office supplies inventory



## CONTACT

### Phone

(+91) 8882-084-825

### Email

Salonineo@gmail.com

### LinkedIn

<https://www.linkedin.com/in/saloni-dubey-a65a6469/>



## EDUCATION

**University of Chaudhary Charan, Singh | Mar 2014**

*Bachelor of Arts*



## RELEVANT SKILLS

Employee Relations management

Employee Engagement

Performance evaluation

HR support

People management

Conflict resolution

Data analysis & review

PeopleSoft

MS Office Suite