

Neetu Walia

HR Manager

Mohali, Punjab
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WORK EXPERIENCE

HR Manager

Creative Future Consulenza - Mohali, Punjab -

2017-03 - Present

Sr. HR Executive

Macwill Information Systems Pvt. Ltd - Mohali, Punjab -

2013-09 - 2016-12

Job Responsibilities:

Talent Acquisition:

- Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing Departments.
- Working in close consultation with business heads and superiors to understand future manpower & skill requirement.
- Preparing the job description.
- Sourcing, Screening, Short listing of resumes.
- Networking through References, Consultants, Web Portals, Newspaper Advertisements, etc.
- Scheduling & coordinating interviews; conducting preliminary interviews.
- Coordinating with respective Channel Heads for final interview rounds and subsequent selection.
- Reference checks and salary negotiations and preparing Offer Letter of candidates.

Induction and Orientation:

- Handling recruitment process from Joining to Exit.
- Conducting joining protocol as per pre-defined process and policies.
- Coordinating with different department heads for induction of new joined.
- Orientation to enterprise systems, attendance management & policies to newly joined
- Finalizing the offers; handling joining formalities and organizing induction for new employees.

Operations:

- Monitoring six monthly/yearly appraisals
- Handling Employee Grievances
- Maintaining employee files and records
- Handling the preliminary exit interview
- Completing full & final settlement formalities within the stipulated time frame.
- Issuing experience certificates, warning mail, letters & Disciplinary Actions (deductions) for any misconduct.
- Organizing meeting of HR staff fortnightly to discuss various points for improvement of the existing system.
- Organize Employee Engagement Activities like Birthday bash, New events & Fun-Related Activities, Festival Celebrations, and Employee's Seminar.

- Maintained the daily attendance and monthly attendance (Bio-metric system)
- Set up all necessary personnel files and maintains related records.
- Responsible for updating daily activities and coordination with all departments.

Salary Administration:

- Maintaining leave record and attendance record of employees independently and calculating salaries.
- Deductions from salary for any misconduct.
- Hands-on experience in working on ERP system for HR & Payroll.

Performance Appraisal & Training & Development:

- Distributing Performance Appraisal forms to employees and HODs and to look after the fast and smooth appraisal process, to prepare assessment appraisal sheet.

HR Executive

Engineers Career Group - Chandigarh, Chandigarh -

2013-03 - 2013-08

Business Associate

HCL - CDC - Mohali, Punjab -

2012-09 - 2013-02

EDUCATION

MBA in Human Resource

RIMT-School of Management Studies - Gobindgarh, Mandi, IN

2012

Bachelor of Arts

Punjab University - Chandigarh, Chandigarh

2009

Basic knowledge of Computer

Punjab School Education Board

2003

ADDITIONAL INFORMATION

Playing Video games & Badminton

- Positive attitude