

## **NEHA PANDEY**

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### **OBJECTIVE:**

Seeking a challenging position in a growing organization that will enable to utilize my experience, organizational skills in achieving HR Functions and thereby contribute towards business excellence and grow to a Senior Management Level.

### **KEY SKILLS:**

- MBA in Human Resources Management
- 7+ years of professional experience in Human Resources and Admin Department.
- Lean certified and certified in HR Analytics course from IIM.
- Having knowledge in Tableau software for data analysis.
- Having hands on experience in many HRMS Software like : People soft, MIHI, Workday, Bamboo HR, HRIS (Human Resource Information System)
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations (screening, short listing, employee orientation, employee engagement training etc).
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Good interpersonal skills – Good skills in management and communication.
- Team player, coordinating with co-workers and company clients.
- Eager to listen and learn.
- Employee engagement activities which help in reducing the attrition level
- Having experience in handling team.
- Working on management level

### **PROFESSIONAL EXPERIENCE:**

#### **Megapode (Noida)**

**Duration:** December 2021 to till now

**Designation:** Assistant Manager

#### **Job Responsibilities:**

- Planning and implanting all HR policies for the organization
- Managing team leads
- Working with the HOD or shareholders directly
- Prepare new policies and leave rules for the organization.
- BGV check
- On boarding and off boarding

**Global Upside (Noida)**

**Duration:** December 2020 to November 2021

**Designation:** Operation HR Executive

**Job Responsibilities:**

- Rolling out offer letters to the selected candidates after proper verification of soft copy of the documents provided by the candidates.
- Knowledge in Background verification of the candidates.
- Was responsible for leave management & time attendance
- Experienced in on-boarding & off-boarding
- Preparing Employment Letters, Intern Letters and Contract Letters of the employees as per the request.
- Rolling out of revised appraisal letters to the employees and getting an acknowledgement from employees for the same being provided.
- Maintain Human Resource Information System records and compile reports from the database.
- maintaining and updating the Employee Master Report across IMEA and APAC region
- Resolved employee queries on the call or via email.
- Interaction with the New Hires and upcoming hires
- Maintain compliance with federal and state regulations concerning employment.
- Handling Team of 5
- HR audit sheet
- Using MIHI for Leave and attendance and PMS

**Sopra Steria (Noida)**

**Duration:** August 2016 to March 2020

**Designation:** Operation HR Executive

**Job Responsibilities:**

- Handled on board process, employee engagement training programme etc
- Handled allowances (Over time, Transfer, promotions, long service award, travel allowance, Manager Change, PMS, voluntary deduction, single Payment).
- Handled new entrant employees (generating staff number, joining documents).
- Led employee's engagement team with 10+staff.
- Organised weekly (fun activity) and monthly (RNR ceremony) activities.
- Monthly training to enhance skills.
- Handled promotion, Transfer and termination part
- Full & final settlement (Calculating the amount to be refund in case of less pay and amount to be deducted in case of extra pay).
- Handled attrition query and implement some policy to minimize attrition level.
- Provided Floor support to the team members and resolving queries with onshore team on call.

**Inca Infotech Private Ltd (Delhi)**

**Duration:** December 2015 to August 2016

**Designation:** HR Executive

**Job Responsibilities:**

- Handled Resourcing, screening and short listing resumes through various job portals.
- Employee's engagement.
- Short listed the resumes based on the job requirement.
- Conducted telephone and Personal interviews with the HR Manager & Department heads.

- Rolled out offer letter, employment contract and job descriptions, completing joining Formalities and documentation
- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.  
Taken care of attendance, maintaining leave records, PF records, issue letters, etc.
- Full and final settlement.
- Prepared experience Letters, Relieving Letters.
- Rolled out various letters like offer letter, appointment letter, confirmation letter, increment letter, warning letter, relieving letter.

#### **PVR Ltd (Gurgaon)**

**Duration: July 2015 to December 2015**

**Designation: Business HR Associate**

##### **Job Responsibilities:**

- Update kronos.
- Employee Engagement Activities.
- Worked on Oracle HRIS.
- Updated attendance for staff.
- Appointment letter.
- Transfer letter.
- Full and final settlement.
- Whole process of Joining and attrition.
- Record of Government Registers.
- Shortage of cash.
- Recruitment.
- Handled probation, appraisal and confirmation formalities.
- Payroll Work.
- Performance Management and Systems.

#### **Sahara India Pariwar (Lucknow)**

**Duration: August 2013 to-July 2015**

**Designation: Jr. HR Executive**

##### **Job Responsibilities:**

- Worked in all portals.
- Involved in employee engagement.
- Managed other formalities of employees' background verifications, screening, and performance review and closing official procedures, including documentation.
- Extension of retainers.
- Prepared Contractual salaries.
- Done whole recruitment process.
- Done of consultancy & outsource security bills.
- Was keeping a record of leaves taken by employees on a monthly basis
- Handled probation, appraisal payment  
and confirmation formalities.
- Done induction process.
- Issued employee code.
- Worked in coordination with the human resource managers to understand the goals and requirements of the company.
- Recruited personnel in a firm, conducting interviews based on specific selection criterions.
- Helped the clients in making decisions based on the requirements.
- Prepared Offer Letter in FoxPro Software etc.

**ACHIEVEMENTS:**

- Part of placement team in Collage.
- Won various competition & Awards in School and College level.
- Winner of debate competitions in school level.
- Attended LMA Seminar.

**INDUSTRIAL TRAINING: Sahara India Pariwar**

**Title of Training:** HR Trainee at Training & Development & Recruitment.

Duration: 2 month

**Description:**

- Worked on various Welfare Schemes in Sahara India Pariwar
- Learned all kind of welfare schemes.
- Got brief idea about recruitment procedure & operations.
- Was involved in filling & Documentation Work.

**EDUCATIONAL DETAILS:**

Course	Institute & Board	Year of Passing
MBA (H.R.& Marketing)	Collage of Innovation Management & Science-Lucknow	2013
B.Com	Lucknow University	2011
H.S.C.	Rani Lakshmi Bai Memorial School (C.B.S.E )	2008
S.S.C.	Rani Lakshmi Bai Memorial School (C.B.S.E.)	2006

**TECHNICAL PROFICIENCY:**

Packages: MS Office - Word, PowerPoint, Excel, MS Paint, Surfing in Internet for new technologies.

Platforms: Windows XP, Windows 7 & 8, knowledge of computer fundamentals.

**HOBBIES:**

Cooking, Dancing, Reading Motivational Books, Interacting with people & painting.

**Date of Birth** : 04 July 1991

**Languages** : English, Hindi.

**DECLARATION:**

I hereby declare that all information given above is true to the best of my knowledge.

**Date:-**

**Neha Pandey**