



Priyanka

HR MANAGER

As a highly skilled HR Manager with 4.5 years of experience, I am passionate about partnering with employees at all levels of the organization to promote a positive workplace culture and drive business results. I have a proven track record of developing and implementing HR policies and procedures that promote a positive work environment and ensure legal compliance. I am a strategic thinker with experience analyzing data to identify trends and develop solutions to address HR challenges. I am a strong communicator with excellent interpersonal skills and am comfortable working in a fast-paced, dynamic environment.

Contact

Phone

+91 8307476921

Email

shanaya1727@gmail.com

Address

#1213, Sector-38, Gurgaon

Education

2017

Bachelor's of Business Administration
Kurukshetra University

2014

PCM, Intermediate
Lord Krishna International School

Expertise

- HR Strategy
- Employee Engagement
- Performance Management
- Learning and Development
- Leadership
- Diversity and Inclusion

Language

English

Hindi

Experience

April 2023- Present

Netlayer India Private Limited

HR Manager

1. Develop and implement HR plans and policies that support the company's mission and vision.
2. Facilitate the on-boarding process for new hires includes the paperwork, orientation and training.
3. Handle off-boarding tasks including exit interviews, return of the company property, and final paychecks.
4. Maintain accurate and up to date employee records, including personal information, employment contracts, and documentations related to job changes.
5. Maintain HR records and documentations ensuring confidentiality and security.
6. Keep records of employee training, certification and performance evaluation.
7. Managing employee relations and resolving conflicts.
8. Conducting surveys and assessments to gauge employee satisfaction and engagement.
9. Managing the HR department's budget and expenses.
10. Manage employee leave requests including vacations, sick leave and other types of time off.

January 2023- March 2023

Encore Shipping India Pvt Ltd

HR Manager

1. Developing and implementing HR policies and procedures that align with the organization's goals and comply with legal requirements.
2. Overseeing the recruitment and selection process, including job postings, screening resumes, conducting interviews, and making hiring decisions.
3. Coordinating employee training and development programs, including identifying training needs, selecting trainers, and evaluating the effectiveness of training programs.
4. Managing employee relations issues, such as conflicts, complaints, and performance management, and providing guidance to managers on HR-related issues.
5. Maintaining accurate HR records and data, including employee files, HR metrics, and reports, and analyzing HR data to identify trends and make data-driven decisions.
6. Developing and maintaining positive relationships with employees, managers, and external stakeholders, such as vendors, recruiters, and legal counsel.

Skills

Good work ethics
Interpersonal leadership
Taking responsibilities
Good Communication skills

Personal Interests

Interested in Writing & Dancing
Social Hobbies- Mentoring & Socializing
Travelling
Bibliophile - Non-fiction, Poetry

January2022- November2022

India Realty

HR Generalist

- 1.Managing employee onboarding and orientation programs, including coordinating new hire paperwork, conducting orientations, and ensuring new hires are integrated into the company culture.
- 2.Conducting training sessions, webinars and seminars for managers and employees.
- 3.Maintaining accurate HR records and data, including employee files, HR metrics, and reports, and analyzing HR data to identify trends and make data-driven decisions.
- 4.Managing employee relations issues, such as conflicts, complaints, and performance management, and providing guidance to managers on HR-related issues.
- 5.Managing employee exits, including conducting exit interviews, coordinating final paychecks, and ensuring the return of company property.
6. Conducted employee engagement activities.
- 7.Preparations on regular reports on expenses and office budgets.

January2019- September2021

Nestkeys Infratech Pvt Ltd

HR & Admin

- 1.Developing and implementing strategies for attracting and hiring the best talent for the organization. This involves creating job descriptions, posting job openings, screening resumes, conducting interviews, and extending job offers.
2. Developing and implementing strategies to enhance employee morale, motivation, and productivity which includes organizing employee engagement programs, conducting surveys to measure employee satisfaction, and providing support for employee wellness.
- 3.Developing and implementing performance management programs that assess employee performance, provide feedback, and help employees improve their performance which includes setting goals, conducting performance reviews, and providing coaching and training.
- 4.Developing and implementing strategies to promote diversity, equity, and inclusion in the workplace.
- 5.Organising seminars and webinars for the management.
- 6.Preparations on regular reports on expenses and office budgets.
- 7.Filing of important and confidential company documents.
- 8.Implement and monitor programs directed by management
9. Vendor management

Declaration

I, Priyanka, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.