



# Yogita Mehta

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## Operation & Team Manager 13+ years of experience MBA (HR)

A highly energetic team-spirited and result-driven professional having 13+ years of versatile experience in managing HR, Team Manager, supervisor, and marketing domains while dealing with clients. Best experience working with branded cosmetics, skincare products, chain hotels & travel all over India. Seeking a challenging position in the industry where I can enhance my skills to the best of my knowledge and extend my learnings alongside.

### **key skills & Strengths:**

Employee engagement, Training & Development, Team coordination, Recruitment, customer relationship management, Marketing & Sales Management, Brand marketing, Negotiations & corporate communications. Team player, operations work, Excellent communications & ability to handle multi-tasking profiles. Ability to adapt to local business, quick learning of new culture & value system to operate in the corporate environment.

### **Professional achievements:**

- Got 3 promotions in 8 years — from HR Manager to Operational & sales head in Mansa Promoters company
- Bulk hiring for marketing team from different portals.
- Setup new offices in different locations in Lucknow; Kolkata; Pitampura New Delhi, hired a new team & run the branches.

### **Professional Growth:**

#### **Caistiny Technology Pvt. Ltd. — HR Operations (May-2022- May-2023 )**

- ❖ **Recruitment:** Employee referral scheme to attract talent, parallel sourcing efforts through job portals (Naukri, Monster, LinkedIn etc.), & vendor workday support. Global hiring support
- ❖ **Joining Support:** Issuance of offers letters, appointment letters, identification cards, completing Induction formalities, assistance in bank account opening
- ❖ **HR Support:** Leave & attendance record, preparing Training Calendar, conducting training
- ❖ **Performance Appraisals:** Conducting Quarterly cycles, issuing increments, promotion letters
- ❖ **Training & Development:** Ensuring industry-focused training that leads to successful design & implementation of skill matrix with routine involvement of senior leadership.
- ❖ **Employee Relations:** Developed and support the delivery of Employee Relations related learning and talent Development interventions, worked with and sought input from other teams as required.
- ❖ **MIS Dashboard:** Supported reporting and measurement activity across the System (MIS) a whole range of HR activity. Worked closely with the management to enhance sales Performance.
- ❖ **Employee Engagement:** Interdepartmental sports & games, cultural, and social events & Fun activities to engage with the team.
- ❖ **Exit Formalities-** Responsible for exit clearance of all employees and taking the feedback for various things in the organization, Process Full & Final settlement, Relieving documents upon receiving, No due Certificates from concerned authorities.

#### **Home trust Realty Pvt. Ltd. — HR Manager (Jan.2021-April 2022)**

- Preparation of all Mis reports & Presentations weekly basis and monthly basis
- Vendor Evaluation
- Hands-on training on CRM software (Lead square)
- Maintaining the data source & monitoring of working of consultants.

- Providing support and managing the recruitment and selection process, including but not limited to conducting hiring needs analysis, conducting reference checks, and employment contracts · Managing various aspects of HR Operations including employee documentation, on-boarding, and off-boarding
- Administered company-wide compensation and benefit plans · Conducted employee on-boarding and helped organize training and development initiatives
- Responsibility for payroll & employees incentivizes activities across the organization.

#### **Color essence & Nature karma - Team Manager (Jan. 2019 — December 2020.)**

- Maintained good business relationships with counter owners & Vender Evaluation
- Preparation of all misreports & Presentations weekly basis.
- Coordination with team members' work distributions,
- Opened New retail counters to increase sales revenue & brand marketing.
- Resolved the markets & retailers' issues & correspondingly reported to upper management
- Prepared monthly Performance reports of all outlets (with different targets), achieved monthly targets of twenty lakhs.
- Recruited, hired, and supervised staff for all Punjab outlets and thereafter prepared their work schedules
- Trained service staff to enhance customer service & increase profits through suggestive selling.
- Administered payroll information, compensation materials & befits program.
- Prepared monthly tour plans & achieve sales targets.
- Travel all north for business tours.

#### **Mansa promoters - Operations & sales head (2012 to 2018)**

- Coordinate with all the clients for feedback on business & increasing footfalls for restaurants & drinks & rooms.
- Responsibility for employee engagement & Staff welfare activities
- Provide all the best hospitality services to the customers & Sold 1000 memberships in 90 days
- Traveled all over India for different projects with different hotel chains like Golden Tulip, Clark Hotels, Ramada, K.C & Pride. & Get them business of 20 lakhs in 90 days and long term customers for big advantages.
- Recruited the team for direct marketing through job portals, adds and train them for sales and marketing profiles.
- Complete all the projects in time and achieve the team targets along with handling a team of 50 to 100 people including the assistant manager & HR manager.
- Every location manager & their team has to achieve monthly & project targets set up by the organization.
- Budget allocation to the marketing activities and ensure the targets are completed.
- Interacting with client POCs regularly for smooth coordination.

#### **Sb services India - HR coordinator (2009 to 2012)**

- Collect all the information about the company or client and provided them with ISO certification. Recruited, hired, supervised, scheduled & end to end recruitment.
- Collect all the details of different companies and according to their requirement hire the employees.
- Recruited the team for direct marketing through job portals, adds and train them for sales and marketing profile
- Administered payroll information, compensation materials & befits program.
- Supported daily operations of the human resources department.

#### **Education:**

- **Masters of business administration** March 2012 - Chandigarh. Punjab technical university.
- **Business administration in Economics** March 2009 - Chandigarh from Panjab University.
- **Class X +2.** Haryana Board. - 2007

**Computer knowledge** — MS office, MS Excel calendar meetings & email drafting

#### **Personal details:**

Linguistic Abilities- English & Hindi  
 Passport No. - Available upon request  
 DOB - 10 December 1988  
 Fathers Name - Late Mr. Bhagwant Rai Mehta  
 Sign-Yogita Mehta