

# CURRICULUM VITAE

**NEHA JAIN**

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## SELF - EVALUATION:

- A result oriented HR professional with 11 years of experience in all gamut of Human Resource Management.
- Posses' strong interpersonal, communication & analytical skills with demonstrated abilities in getting along with the employees & colleagues.
- Presently Associated with **Baerlocher India Additives Pvt. Ltd. as an Assistant HR Manager- L & D.**

## KEY EXPERTISE

~ Human Resource Management  
~ Compensation & Benefits  
~ Manpower Planning  
~ Recruitment  
~ Training & Development  
~ Statutory & Legal Compliance

~ Employee Engagement  
~ Employee Relations  
~ Organizational Development  
~ Succession Planning  
~ Grievance & Arbitration  
~ Employee Welfare

~ Payroll Administration  
~ Leadership Development  
~ Performance Management  
~ Talent Development  
~ HR Policy Development

## WORK EXPERIENCE:

Present Organization : **Baerlocher India Additive Pvt. Ltd.**

(Baerlocher is a Munich headquartered group and a world leader in PVC additives business. Globally Baerlocher operates 15 plants and has sales networks in 40 countries.)

Designation : **Assistant HR Manager**

From : **November 2022 to till date**

## Work Profile :

- Developing and implementing learning strategies and programs.
- Evaluate individual and organizational development needs.
- Design competency matrix based on Functional, Behavioural & Leadership traits.
- Develop Training planner based on Gap Analysis & TNI.
- Developing effective induction programmes
- Producing training materials
- Monitoring and reviewing the progress of trainees.
- Evaluating training and development of new staff.
- Helping line managers and trainers solve specific training problems.
- Keeping up-to-date with developments in training.
- Talent Acquisition.
- Looking for ways to grow and retain talent.
- Develop and maintain feedback mechanism.
- Conduct Employee satisfaction survey for new joiners on specified intervals and for the prevailing services.
- Institutional tie ups for Scholarship Program & Placement.

## **Previous Employer:**

**White Cliff Tea Pvt. Ltd. Indore**

**(Exclusive packaging partner of TATA Consumer Products Ltd.)**

Designation : **HR Manager**

From : **September 2018 to November 2022**

## **Work Profile :**

Heading Entire gamut of HR, Employee Relations, and Administration. Accountabilities include:

**HR Planning:** Planning human resource requirements in consultation with heads of different functional & operational areas. Providing manpower as per the requirement of the organization.

**Recruitment & Induction:** Managing complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements. Induction of new entrants to familiarize them with company culture, values, policies, processes and assist them in understanding their roles and responsibilities.

### **Legal compliance and Liaison with Government Officials:**

- Ensuring statutory compliance to all the applicable labour laws like ESIC, Factories Act, Contract labour (R&A) Act etc.
- Close liaison with government official of concerned departments like Labour department, Director of Factories' office, ESIC office, Pollution Control Board, Fire office, Employment exchange etc.

**Training & Development:** Conceptualizing & developing training & development initiatives for improved productivity, building capability and quality enhancement. Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of skills. Organizing internal & external training programs. Developing multi skills as per defined standards. A defined skill matrix is followed.

**Employee Engagement:** Various employee engagement activities like various sports activities, external trainings & awareness, Kaizen, 5-s, Reward & Recognition, team building activities, educate us programme, CSR activities, .

**Performance Management System:** Fixing KRA's of employees as per the organization goals. Mid – Term and Annual appraisal to evaluate the performance of employees and linking to annual increments and promotions.

**HRIS/ MIS:** Monthly HR Report preparation and submission to corporate HR.

**Exit Formalities:** Exit formalities of leaving employees. Exit Interviews, analysis and action plan.

### **Employee Relations:**

- Maintaining congenial relations in the company among employees, between employer and employees.
- Prompt resolution of employee grievances to maintaining cordial employee relations.
- Maintaining discipline & harmonious working environment across all level of employees.
- Interaction with Employees while moving across the shop floor and indulging into formal & informal discussions.
- Synergizing the team work through counseling.
- Keeping absenteeism and late coming under control.

### **Audits & Standards:**

- To ensure the implementation of OHSMS 45001:2018, ISO 14001:2015, FSSC 22000 in the plant.
- Smooth conduction of various audits- EHS, Food Safety, HR & Compliance

### **Administration:**

- Time Office and Payroll: Ensuring discipline in company by controlling late coming and absenteeism. Ensuring proper upkeep of time office related records.
- Security: Ensuring vigilant security round the clock. Close watch on the security personnel to ensure zero theft and control of unwanted persons.
- Transport: Providing transport facility to employees. Ensuring timely maintenance and service of vehicles.
- Canteen: Providing hygienic place to employees to have their food. Ensuring no loss of time for employees. Managing employees' complaints, if any, properly to keep employees satisfied.
- House-Keeping and Gardening: Keeping the plant clean and green to improve employees' morale, safe and hygienic working environment, and giving good image of company to visitors.

## **VKVGs Indore**

**A chain of school started by the group of Maharashtra Institute of Technology Pune**

Designation : **Executive-HR & Admissions**

From : **October 2017 to April 2018**

**Delhi Public School Indore**

Designation : **HR Executive**  
From : **April 2012 to September 2017**

**Work Profile :**

- ◆ Handling end to end recruitment cycle.
- ◆ Prepare all the letters or documents and certificates related to all the employee.
- ◆ Work on requirement of Manpower and preparation of Advertizement.
- ◆ Conduct first level interview to check communication skills, interest level, availability, salary, etc.
- ◆ Induction of new employee.
- ◆ Maintain and update all the employee data manually as well as computerized.
- ◆ Took care of leave record & payroll.
- ◆ Prepared the HR Policies for the school.
- ◆ Worked on annual increment, confirmation, upgradation.
- ◆ Handled various compliances PF, ESIC (for 4th class worker as well) .
- ◆ Handled ERP Module.
- ◆ Also worked for the Jagran Lakecity University(JSWS Group) in policy making and recruitment of the faculty.

**A to Z HR Services Pvt. Ltd., Bhopal**

Designation : **Sr. HR Executive**  
Experience : **October 2011 to March 2012**

**Shreeji Solutions Pvt. Ltd.Bhopal**

Designation : **Consultant Recruiter**  
Experience : **May 2011 to Sep 2011**

**Acemanagement Services Bhopal**

Designation : **HR Executive**  
Experience : **Oct 2010 to April 2011**

**Work Profile:**

- ◆ Recruitment and Sourcing of profiles by different sources (Job portals Naukri, Monster, Times & references etc...).
- ◆ Posting job Vacancies & Screening the CV's through various job portals.
- ◆ Maintaining necessary correspondence with clients and candidates through E-mail or Phone.
- ◆ Recruiting all levels of candidates( National and International).
- ◆ Handling a team of three members as per the current role of acting TL.
- ◆ Looking over the administrative activities of the organization
- ◆ Maintaining the MIS.

**STRENGTH:**

- ◆ Sound Knowledge of computer (MS word, Power Point, Excel, MS Out look)
- ◆ Good command over English & Hindi.
- ◆ Preparing the letters, mails, presentations.
- ◆ Conducting the events/programs. .
- ◆ Well versed with Job portals.

**SKILLS:**

- ◆ Positive Attitude
- ◆ Can work under pressure.
- ◆ Proper execution of work assigned.
- ◆ Negotiation and communication skills.

**EDUCATION QUALIFICATION:**

Qualification	Institute	Board/University	Percentage
Advanced HRM Programme for HR Leaders	IIM Indore		Pursuing
MBA(HR)	College of Engineering	Dr. APJ Abdul Kalam University	<b>75.6</b>
PGDBM(HR)	Symbiosis Centre of Distance Learning	Symbiosis University	76.0%
B.COM	Kalidas Girls College	Vikram University	69.8%
Sr. Secondary	Snt. Meera's Convent School	M P Board	72.0%
Secondary	Snt. Meera's Convent School	M P Board	79.0%

**TRAINING, SEMINAR & WORKSHOP:**

- Food Safety supervisor certificate of competence(Level-2).
- FSSC 22000 Internal Audit Training Certificate.
- Awareness and Implementation Training on Carbon Footprint & Neutrality (ISO 14064:2019 & PAS 2060:2014)
- IMS(9001-14001-45001) Internal Auditor Certificate.
- Workshop on Managing contract Labour by CII.
- Various HR Meeting & Seminar being a member of Indore Management Association, Indore HR Association & Dewas HR Association.

**ACHEIVEMENTS:**

- Got promoted from Admin Officer to HR Manager during 6 month of tenure.
- Appreciation and bonus received on the preparation of a compliance tracker and checklist to simplify the tracking of all the statutory & legal Compliance required to fulfill as per the requirement of various act.

**PERSONAL DETAIL:**

Husband Name : Mr. Satyam Tiwari  
Date of Birth : 07<sup>th</sup> May 1985  
Sex : Female  
Languages known : Hindi, English  
Hobbies : Dancing, Listening Music  
Passport No. : P7952115

Date :

**Neha Jain**