

Neha Taretiya

 Pune, MH

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CAREER OBJECTIVE

Seeking a position to utilize my HR skills and talent in an organization that offers professional escalation while being prospectus, both for innovation and learning.

WORK EXPERIENCE

HR Manager

Exa Mobility India Pvt Ltd, Pune

Oct 2022 to May 2023

- Spearheaded the company's talent acquisition and recruitment processes
- Oversee attendance & payroll management
- Assisted CA in PF/ESI registration
- Provided support to employees with various HR-related issues
- Designing & Implementing Company and POSH-specific policies & procedures
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures.
- Compiled and updated employee files in electronic formats to maintain accurate records. ensured accuracy and confidentiality of employee data
- Evaluated and resolved employee performance-based claims and grievances
- Organized employee appraisal reviews to discuss performance with managers and assess compensation.
- Manage new joiners & looks after their Orientation & Induction
- Oversee termination and exit formalities to comply with release procedures.
- Built relationships with external recruitment agencies to source short- and long-term staff for roles across the organization.
- Designed and updated training manuals, materials, and presentations to align with the objectives of the organization.
- Organized orientations, events, and activities for employees to deliver the objectives of organization.
- Worked on Employee Handbook & Rulebooks

EDUCATIONAL CREDENTIALS

Professional Qualification:

MBA (Systems & IT)

2013-2015

Grade 'O'

Mumbai University

B. Sc. (Computer Science)

2010-2013

72%

Mumbai University

Academic Qualification:

XII/HSC (Science)

2010

61%

Maharashtra State Board

X/SSC

2008

74%

Maharashtra State Board

SKILLS & COMPETENCIES

- Recruitment & Selection
- Onboarding & Induction
- Attendance & Payroll/ Compliance
- Documentation
- Employee Exit/ Separation
- Performance Management
- Grievance Handling
- Employee Engagement & Employee Relations
- Training & Development
- Communication Skills
- MS Word, Excel & Powerpoint
- People Skills

ACHIEVEMENTS

- Implementation of POSH from scratch
- Handled previous company's HR Department single-handedly
- Managed the HR Department of 2 to 3 Parent Sister Companies simultaneously

WORK EXPERIENCE

Assistant Manager-HR

DS Infotech, Mumbai

Mar 2020 to Sep 2022

- *Bridge management and employee relations by addressing demands, grievances, or other issues*
- *Formulating Job Descriptions*
- *Manage the recruitment and selection process*
- *Oversee and manage performance appraisal system*
- *Oversee attendance & payroll management*
- *Maintain and Update documents, contracts, employee personal files, etc.*
- *Drafting and Rolling out the letters and notices*
- *Maintain pay plan and benefits program*
- *Assess training needs to apply and monitor training programs*
- *Looking after employee engagement & employee relations*
- *Manage new joiners & looks after their orientation*
- *Reviewing and updating company HR Policies*
- *Be the SPOC for all HR queries*

HR Executive

UCG eSolutions LLP, Mumbai

Sep 2017 to Feb 2020

- *Formulating Job Descriptions.*
- *Sourcing through various Job portals, Social Networking Websites, or through references.*
- *Handling end-to-end recruitment process.*
- *Assisted in the development and implementation of HR policies, procedures, and practices.*
- *Orientation of New Joiners.*
- *Be the first point of contact for all HR-related activities.*
- *Maintain and Update documents, contracts, employee personal information files, etc., transfers, terminations, changes in job classifications, merit increases.*
- *Tracking vacation, attendance, absentees, leave logs & Managing monthly payroll computation and processing.*
- *Assist in performance management system.*
- *Training & Development, Handling Grievances*
- *Designing Department wise flow chart*
- *Writing content for Company's Website*

LANGUAGES

- English
- Hindi
- Marathi

CERTIFICATIONS

Diploma in Hardware & Software Management from Institute of Computer Programming & consultancy (ICPC) in the year 2010

WORK EXPERIENCE

HR Executive

Royal Engineering
Sep 2016 to Apr 2017

- *Recruitment & Selection*
- *Training & Development*
- *HR Administration*
- *Employee Engagement*

Project Associate

Techvertica Technologies Pvt Ltd, Mumbai
Jun 2015 to Jul 2016

- *Coordinating with BD Team to understand client requirements*
- *Coordinating with marketing & technical team to execute the project.*
- *Coordinating with purchase in regard to vendor creation formalities*
- *Oversee the development of the Project with client requirements & feedback*
- *Ensure Issues / errors are being tracked and resolved before delivery of the project*
- *Authorize formal closure of the project*
- *Hold a Post-Project Review to ensure benefits are realized*
- *Involved in the report generation as per client requirements during the project run*

SUMMER INTERNSHIP

Team Lead

Vampires Infosystems, Mumbai
May 2014 to Jun 2014

- **Project:** Online Marketing & Testing of E-learning Website (Team Lead)
- **Summary:** The project involved both technical and managerial roles. The technical role involved arriving at an apt flow chart for the website and then testing it. The managerial aspect involved drafting the business plan for raising funds and online marketing of the website created.