



Neha kedawat

HR Manager

A Post Graduate in MBA (Human Resource Management) with 3.6 years of experience in HR especially extensive background in HR generalist affairs. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

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📅 17 September, 1994

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📺 live:.cid.514535708287ec85

WORK EXPERIENCE

HR Manager

PiZone Infotech Solution Pvt. Ltd.

12/2019 - Present

Jaipur

PiZone Infotech Solutions Pvt. Ltd. is well known to be one of the finest IT companies in India offering a complete variety of IT-related services.

Achievements/Tasks

- Handling end to end recruitment process for IT profiles.
- Handling Joining and exit formalities of the employees.
- Organizing and handling Induction program of new candidates.
- Handling employee engagement activities.
- Attendance & Leave Management.
- Issuing Appointment letters, Relieving letters, Offering letters, Employee's Full & Final settlement processing.
- Maintaining personal files of employees and documentation.
- Sourcing the candidate through various methods viz., Employee Referrals, Own database, Consultants, Free and Paid Job Portals (Naukri, LinkedIn, Monster, Indeed, Quikr, Timesjob and lot more).

Sr. HR Executive

Aryavrat Infotech Pvt. Ltd.

10/2017 - 12/2018

Jaipur

Aryavrat Infotech is a global web app solution and development service provider with its vigorous presence in USA, India, Ukraine, Israel and Netherlands.

Achievements/Tasks

- Payroll processing Manual, attendance, leave, fixed & variable entitlements, deductions.
- Handling end to end IT recruitment. Newspaper advertisements, scrutinizing and HR screening by conducting telephonic or personal interviews, coordinating interviews, negotiations, closing the hire.
- On boarding new joiners and handling new joiner's orientation and their induction program.
- Responsible for Employee Engagement Activities.
- Serve as a link between management and employees by handling questions, grievance handling and helping resolve work-related problems.
- Prepared formats for various Letters like NOC, Confirmation Letters, Promotion Letters, Termination Letters, Relieving Letters, etc.
- Handling complete employee life cycle from their date of joining to their last day of employment.

SKILLS

HR policies development

Full Recruitment Cycle (Domestic)

Performance Management

Organization Development

Database Management

Team Building

Decision Making Skills

Employee Relations

ACHIEVEMENTS

- Certificate of Participated in "Lakshya" Career Seminar From NIFA Company.
- 1000 Rs PM. Scholarship in M.Com program.
- Got tag of "Best performer of the month" many times.

APPLICATION WORKED ON

Arya Star

- The Arya star app used to identify the quality of work and users skills according to his capability. it's really helpful to increase the productivity of the work and make the decision about the organization growth.

EPR Nation

- The EPR Nation is web application used to maintain the data of employees from joining to exit formalities, their documents and leave management, upcoming holidays.

Timentask

- Timentask analysis team working process and recording the actual status of work, Project & task management with the total time spent.

Desktracker

- Cloud-based solution for attendance and time sheets tracking of employees without any human intervention. It keeps a record of employees log in & log out time, including their actual working, idle, meeting, productive and unproductive time during the day.

CERTIFICATES

- RSCIT Computer Course From VMOU Kota University
- Completed a Diploma in Computer Application from Jains Institute.

WORK EXPERIENCE

HR Executive

360 Engineering & Consulting Services Ltd.

11/2016 - 10/2017

Jaipur

360 ECS is leading company and have an International Talent Pool consisting of 250 professionally acclaimed leading Management Consultants for specific assignments.

Achievements/Tasks

- Involved in full recruiting life cycle & end to end IT & Non-IT Recruitment.
- Sourcing CV's from various channels such as referencing, company's own database, Job Portals i.e. Naukri. com, Monster, Times jobs.
- Understanding client requirements and deciding on the recruitment strategy.
- Arranging for technical panels and coordinating at all levels of Interviews. Providing timely feedback to the client on their requirements and to the candidates on their interview.
- Recruiting people at all levels from experience range of 2-10 years for all permanent, subcontracting and direct positions.

EDUCATION

MBA in Human Resources Management

University of Rajasthan, Jaipur

2015 - 2017

Jaipur, Rajasthan

Master of Commerce

S.S. Jain Subodh (Autonomous) College

2013 - 2015

Jaipur, Rajasthan

Bachelors Of Commerce

JVM Girls College

2010 - 2013

Jaipur, Rajasthan

INTEREST

- Always trying to do something new

- Listen to music

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency