

Neetu Mishra

HR Manager (India, Dubai and New Jersey, USA)

Bloomfield, MI - Email me on Indeed: [indeed.com/r/Neetu-Mishra/7bc33ac65763c715](https://www.indeed.com/r/Neetu-Mishra/7bc33ac65763c715)

Human Resource professional with 11+ years of work experience in areas of HR Business Partnering, HR Consulting, Influencing and Coaching Business Leaders, Executing and Enabling Organizational Changes, Leadership Development

- Proficient in overseeing smooth implementation of HR policies for manpower planning, performance management, payroll, recruitment, selection, induction, relieving, orientation and development of new employees in the organization through career and succession planning
- Skilled in formulating and implementing increment, incentive & other remuneration policies; handling promotions, up-gradations, transfers and annual revisions
- Expertise in delivering sustained organizational growth in dynamic environments, establishing structure, building employee value, driving vision and achieving critical strategic goals
- An enterprising leader with the ability to motivate personnel towards achieving organizational objectives by steering innovative employee engagement activities

WORK EXPERIENCE

HR Manager (India, Dubai and New Jersey, USA)

Tricon InfoTech - February 2016 to May 2017

Responsibilities:

Looking after end to end HR activity for complete India, Dubai and USA operations.

Designation:

HR Manager

- Catered to 500+ employees
- 9 direct reports
- Involved end to end in payroll, compensation, hiring plan, performance Management, and new policy formation

Website:

<http://www.triconinfotech.com/>

- Directly reporting to CEO

Role: HR Manager (Bangalore and Pune)

Responsibilities:

- Consulting to Business Managers for achieving key business-driven people management goals

Organization 5:

GGs Information Services, Bangalore

- Dedicated Partner to Business Managers to drive commitment and supporting group of 300+ employees

- Provide support and guidance to managers in decisions with respect to people engagement/communication and enabling them as first pillar of HR
- Talent Management, Succession and Competency Management

Duration:

Jun'12 to Feb'16

- Initiating workforce planning, policy formulation and implementation
- Implementing HR Strategies -Workforce Alignment, Workforce Effectiveness, Talent Strategy, Reward Strategy, Change Management
- Managing Vendor - Selecting Consultants, Negotiating Prices, Allocation of requirements & Invoice Verification

Designation:

HR Manager

Website: <http://www.ggsinc.com/>

- Workforce Planning - Budgeting, Redeployment, Manpower Mix, Career Progression & Succession
- Planning Recruitment - Budgeting, Planning, Redeployment of Manpower, Manpower Mix, Employee Development, Career & Succession Planning, Designing JD's, preparing KRA, Strategic Sourcing, Interviewing, Background Verification, Health Checks
- Policy Making - Framing HR Policies, Implementation, Policy Communication
- Operations - Pre & Post Joining Formalities, Medi-claim, Payroll, Leave Management, Exit Management
- Training - Inductions, TNA, IDP
- Employee Relations - Grievance Handling, Resolutions & Conflict Management
- Employee Engagement - Planning, Organizing, Executing Activities as per Engagement Calendar
- Industrial Relations - Absenteeism, Disciplinary actions, Terminations, Domestic Enquiries, Settlements, Negotiations
- Operational Excellence - Conducting Audits & Ensure Compliance

Role: Assistant Manager - HR

Responsibilities:

- HR Dashboards / Reports / Presentations
- Designing & drafting communication for organization announcements & talent engagement activities across NTrance.
- Dedicated Business HR partner supporting group of 200+ employees.
- Introduction to Training and Operations
- Implementation of new employee orientation programme
- Preparation & Rolling out of Induction Schedule
- Employee Counselling & Grievance handling
- Arranging the Employee open Forum
- Control of employee movements/transfers
- Control of Confirmations post probation and Designation Changes
- Ensuring complete documentation of employee records/files
- Being the bridge between project managers and the management.
- Coordinate with all project managers to get update of Billability status of each resource.
- Generate report and send it to the management. It is an ongoing process.
- Manpower planning & strategizing for IT.

- Sourcing at all levels / across verticals.
- Releasing the offer letters.
- Follow up with the candidates.
- Handling entire life cycle of recruitment and was involved in complete process from sourcing till final interview.
- Liaising with agencies / vendor management.
- Out-Station Hiring (Campus Hiring and other Drives).
- Screening, short listing of profiles / interviews
- Designing and Driving of Employee Referrals.
- Manpower planning & strategizing for IT.

Lead - Human Resource

The then Symphony Services - Bangalore, Karnataka - December 2009 to June 2012

- Joining formalities
- Introduction to Training and Operations
- Taking care of Employees PF and ESI

Designation:

Assistant Manager-HR

- Implementation of new employee orientation programme
- Preparation & Rolling out of Induction Schedule
- Employee Counselling & Grievance handling

Website:

<http://www.symphonyteleca.com/>

- Arranging the Employee open Forum
- Control of employee movements/transfers
- Control of Confirmations post probation and Designation Changes
- Ensuring complete documentation of employee records/files
- Being the bridge between project managers and the management.
- Coordinate with all project managers to get update of Billability status of each resource.
- Generate report and send it to the management. It is an ongoing process.
- Taking care of Payroll.
- Taking Care of Employees leave data.
- Tracking of absconders & resignations
- Initiating and closing of exit process
- Exit interviews & analysis based on feedback & reasons for leaving
- HR Dashboards / Reports / Presentations
- Designing & drafting communication for organization announcements & talent engagement activities across NTrance.
- Organizing for the Family Day for employees, families and friends.
- Control of Staffing in PeopleSoft.
- Sourcing resume using all Job portals.
- Getting candidates through referrals and other networks.
- Exclusively worked for senior positions such as architect, Project manager.
- Exclusively worked for hiring people on latest technology in variety of domains
- Taking care of IT and ITES sectors requirement resource management, training appraisals.
- Worked on others domain like Oil and Gas, SCM, Healthcare, Banking & finance.

- Handling a team of 3 People.
- Direct co-ordination with clients
- Involve in direct client interaction to understand the requirement.
- Handled US and UAE recruitment
- Worked on different technology (Java, .Net, Testing, Networking)

Lead Human Resource

Symcon Global Technology INDIA Pvt Ltd - Bangalore, Karnataka - July 2006 to March 2009

Website: <http://www.sgtglobal.com/>

Organization 2:

Accenture, Bangalore

Duration:

Senior HR Executive

<https://www.accenture.com> - July 2005 to July 2006

Role: Senior HR Executive

Responsibilities:

- Actively participated in walk-ins in Bangalore, Hyderabad and Delhi
- Conducted and involved in campus interviews taken place all over India (e.g. N.I.Ts and other engineering Colleges)
- Screening the Resume.
- Call the Talent
- Schedule the interview.
- Head Hunting
- Mapping the companies for requirement
- Portal & Database search
- Keeping track of database
- Find out The target Companies
- Build the pipeline.
- Represented team in interactive sessions with support functional departments like Quality, Training, Human resources, Transport facilities etc.
- Joining formalities
- Control and issue of access cards
- Ensuring completion of documentation
- Introduction to Training and Operations
- Taking care of Employees PF and ESI
- Designing & Implementation of new employee orientation programme
- Preparation & Rolling out of Induction Schedule
- Procuring of Induction Kits & printing of Welcome letters
- Employee Counselling & Grievance handling
- Floor Support to Operations teams

Organization 1:

Honeywell

Designation:

(Asst. HR Executive IT Recruiter)

Duration:

HR Executive

<https://www.honeywell.com> - Bangalore, Karnataka - June 2004 to June 2005

Responsibilities:

- Man power recruitment as per the companies requirement
- Database search for CVs
- Handling Job posting,
- Interview schedules, appointments
- Screening the CVs. Of the candidates, fixing the time slot for interview
- Completing handling from; the starting of interview to hiring level of the candidates,
- Organizing Trainings & Meetings
- Build the Pipeline for the events.
- Co-ordinations in Visa Processes (H1, L1, B1)