**Neetu Walia**

**HR Manager**

Mohali, Punjab

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WORK EXPERIENCE

**HR Manager**

Creative Future Consulenza - Mohali, Punjab -

2017-03 - Present

**Sr. HR Executive**

Macwill Information Systems Pvt. Ltd - Mohali, Punjab -

2013-09 - 2016-12

Job Responsibilities:

Talent Acquisition:

* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing Departments.
* Working in close consultation with business heads and superiors to understand future manpower & skill requirement.
* Preparing the job description.
* Sourcing, Screening, Short listing of resumes.
* Networking through References, Consultants, Web Portals, Newspaper Advertisements, etc.
* Scheduling & coordinating interviews; conducting preliminary interviews.
* Coordinating with respective Channel Heads for final interview rounds and subsequent selection.
* Reference checks and salary negotiations and preparing Offer Letter of candidates.

Induction and Orientation:

* Handling recruitment process from Joining to Exit.
* Conducting joining protocol as per pre-defined process and policies.
* Coordinating with different department heads for induction of new joined.
* Orientation to enterprise systems, attendance management & policies to newly joined
* Finalizing the offers; handling joining formalities and organizing induction for new employees.

Operations:

* Monitoring six monthly/yearly appraisals
* Handling Employee Grievances
* Maintaining employee files and records
* Handling the preliminary exit interview
* Completing full & final settlement formalities within the stipulated time frame.
* Issuing experience certificates, warning mail, letters & Disciplinary Actions (deductions) for any misconduct.
* Organizing meeting of HR staff fortnightly to discuss various points for improvement of the existing system.
* Organize Employee Engagement Activities like Birthday bash, New events & Fun-Related Activities, Festival Celebrations, and Employee's Seminar.

* Maintained the daily attendance and monthly attendance (Bio-metric system)
* Set up all necessary personnel files and maintains related records.
* Responsible for updating daily activities and coordination with all departments.

Salary Administration:

* Maintaining leave record and attendance record of employees independently and calculating salaries.
* Deductions from salary for any misconduct.
* Hands-on experience in working on ERP system for HR & Payroll.

Performance Appraisal & Training & Development:

• Distributing Performance Appraisal forms to employees and HODs and to look after the fast and smooth appraisal process, to prepare assessment appraisal sheet.

**HR Executive**

Engineers Career Group - Chandigarh, Chandigarh -

2013-03 - 2013-08

**Business Associate**

HCL - CDC - Mohali, Punjab -

2012-09 - 2013-02

EDUCATION

**MBA in Human Resource**

RIMT-School of Management Studies - Gobindgarh, Mandi, IN

2012

**Bachelor of Arts**

Punjab University - Chandigarh, Chandigarh

2009

**Basic knowledge of Computer**

Punjab School Education Board 2003

ADDITIONAL INFORMATION

Playing Video games & Badminton

• Positive attitude