



Neha Kumari

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CAREER PERSPECTIVE

I strongly believe that 'Understanding' is fundamental to all Human Resources operations. I learn more and more with each day and apply my learnings and understanding to deliver the best results for the organization I am associated with.

ACADEMIC PROFILE

Post Graduate Diploma in Personnel

Management | YMCA, NEW DELHI |

2016-2017 | Secured First division in the diploma course which involved extensive practical exposure to HR operations

B. Com, University of Delhi, New Delhi |
2011-2014

Professional Experience

HR MANAGER

RED DASH MEDIA PVT. LTD. | MAY 2019
- SEP 2019

I recruited professionals from Creative, Sales, Marketing & Tech backgrounds for business requirements in domestic as well as International market.

Also, single-handedly managed the following:

- Executing End-to-End Recruitment Cycle & Background verification
- Maintaining Attendance records
- Employee Documentations
- Monitoring application of company policies
- Coordinating Internal Communications
- Conducting team building activities

HR EXECUTIVE

SHARP NGO | NOV 2018 - APRIL 2019

Roles and Responsibilities

- Going off-shore at campus Interviews to pick fresh talent
- Executing End-to-End Recruitment Cycle
- Resolving Employee Grievances
- Maintaining Employee Documentations
- Handling Internal Communication

SKILLS

- Communication
- Persistence
- Public speaking
- Counselling
- Planning

- Conducting Employee Engagement Activities

HR EXECUTIVE

Digi Infotech Pvt. Ltd. | SEP 2017 - OCT 2018

Roles and Responsibilities

- Talent Acquisition
- Screening Candidates for Interview
- Employee Documentation
- Representing Organization as First Point of Contact
- Conducting Employee Engagement Activities

Human Resources Intern

Wicked Eye Entertainment | MAR 2017 - APR 2017

Wicked Eye Entertainment is an online marketing portal which provides branding solutions to companies from around the globe. I interned and conducted a guided test on the Occupational Stress among employees.