

Jyoti Yadav

Human Resource Generalist

HR Professional with 3.2 years of working experience as HR Generalist. Core expertise in policy formation, joining & exit formalities, payroll, attendance & leave management, grievance redressal, coordinating training program and employee engagement.



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New Delhi, India



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SKILLS

people skill

Team work

Communication

Policy and Advocacy

Employee retention strategy

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Net surfing

Organising events

Interaction and communication

EDUCATION

PGDM (HR & Marketing)

Satyug Darshan Institute of Technology and Management

05/2013 – 05/2015

Faridabad, Delhi NCR

B.COM

K.L.Mehta Dayanand College

05/2009 – 06/2012

Faridabad, Delhi NCR

WORK EXPERIENCE

Senior Executive - HR

Trihond Solutions Pvt. Ltd. (Samayla, Work Key)

06/2018 – Present

Hauz Khas, New Delhi

Achievements/Tasks

- HR operations and administration.
- Policy formation and implementation under guidance of top management.
- Onboarding with induction and orientation and exit formalities.
- Talent acquisition, recruitment database management and Manpower planning.
- Training need analysis and scheduling training programme as per organisational needs.
- Attendance, leave, holidays and payroll management.

Senior Executive - HR

Vision Netsoft Pvt. Ltd

12/2017 – 06/2018

Delhi NCR

Achievements/Tasks

- HR consultancy for PWC operation with talent retention.
- HRMS database management, payroll, PF, mediclaim, leave and attendance management.
- Joining & exit formalities.
- Organising employee engagement activities.

Assistant Management Executive - HR

Development Alternatives

05/2016 – 09/2017

Hauz Khas, New Delhi

Achievements/Tasks

- Talent acquisition and future manpower planning.
- Employee grievance redressal mechanism.
- Pre and post employment documentation and filing.
- Maintaining hiring status tracker & share with SBU's.
- Employee satisfaction survey.
- Coordinating annual and mid year personnel performance reviews.