

Chitralkha Tyagi

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CAREER OBJECTIVE

- Young professional with over 5 years of experience in Recruitment, HR Operations, Joining & Exit formalities, On-boarding & Induction, Employee Engagement, Reward and Recognition.
- An effective communicator, a strategic person with exceptional interpersonal skills.
- A dynamic go getter & quick learner with the ability to work under pressure and meet deadlines.

PROFESSIONAL/ACADEMIC QUALIFICATION

- **MBA in HR (Major)** and Finance (Minor) from Banasthali Vidhyapeeth University, Banasthali with 79.5% marks.
- B.Sc (Computer Science) – Completed in 2011 from Bundelkhand University, Jhansi with 80% marks.
- 12th (PCM – with Computer Science) completed in 2008 from Army School, Jhansi with 58% marks.
- 10th completed in 2006 from Army School, Jhansi with 77.4% marks.

WORK EXPERIENCE



SINGER INDIA LIMITED - NEW DELHI

SIL is one of the leading marketers of sewing machines & small home appliances with a trust of over 160 years.

SR. OFFICER-HR, APRIL'2016 -PRESENT

Key Responsibilities:

- **Talent Acquisition**
 - Responsible for PAN India Recruitment.
 - Expertise in job portals such as Naukri, Monster, Times jobs etc.
 - Manpower Planning - To proactively work with Department Heads in anticipating current and future resourcing requirements.

- Managing the complete Recruitment life-cycle - Sourcing, Screening profiles, scheduling interviews, conduct HR interviews to judge the required behavioral competency, skills & aspirations, salary negotiation, releasing the offer letter.
- Responsible to engage the candidate from the date of offer letter released till the joining for Successful Recruitment Process.
- Ensure that Recruitment plans & targets are met within the stipulated time frame.

➤ **New Hire Orientation & Induction**

- Ensuring smooth on boarding of new hires.
- Responsible for planning, organizing and conducting induction programs for new hires.
- Buddy Program - Identify and allocate a buddy for all new joiners.
- Prepare Organizational Announcement Mail for new hires.
- Prepare new employee joining welcome kit containing organization chart, policies, disciplinary procedures, code of conduct and employee related benefit information.
- Preparing Appointment letters, employee codes etc.

➤ **Employee Engagement**

- Drive and execute all employee engagement initiatives for the Office.
- Arranging in house events on festivals, birthday celebrations of employees.
- Conducting employee satisfaction surveys. Analyse feedback of the surveys and suggest programs to address employee related issues.
- Arranging outdoor/indoor activities for the employees.

➤ **Reward and Recognition**

- Conducting R&R program for the best performers.
- Prepare the R&R Presentation with eligibility and budgeting for the head of departments to understand the program
- Communicate the Reward and Recognition Program to all employees to boost motivation and productivity.

➤ **HR Operations**

- Responsible for Timely submission of Monthly Joiners/Left Employee report.
- Providing monthly dashboards to HR Head and Management on employee joining ratio, attrition rate, organization charts etc.
- Responsible to maintain Personal files of Employee.
- Provide support to all functions on Audit.
- Responsible for Confirmation of Employee post getting Probation Appraisal form from department.
- Interact with commercial goods & service vendors like travel, business cards and Identity cards, uniform.

- Conducting Background Verification of the New Joiners and providing Ex-employment Verification details.
- Providing Appreciation, Bonus, Increment and Transfer Letters.
- Preparing monthly payroll and leave records.
- Salary Processing of the employees in HRMS in the month end.
- Handling Attendance and Leaves of PAN India employees through HRMS Portal.
- Grievance Handling of PAN India Employees via calls or mails.
- Handling Third party/Contractual employees.
- Coordinate with cross department to achieve 100 percentage completion of Performance Management System process in HRMS module.
- Coordinate with Department Heads & Branch Heads in the Performance Appraisal process and ensure timely completion of the appraisal with all the necessary documentation.
- Formulation and updation of policies like Whistle Blower Policy, Travel Policy, Leave Policy

➤ **Training & Development**

- Identify training needs of the employees through performance assessments & training surveys and preparing the training calendar & Execution of training programs accordingly.
- Conducting training sessions.
- Monitoring training arrangement.

➤ **Exit Formalities**

- Managing the process of Resignation/Absconding which entails counseling the employee and exploring possibilities of retention.
- Ensuring exit interviews are conducted for voluntary, involuntary resignations to identify the reason of separation.
- Issuing Resignation Acceptance, Experience and Relieving letters.



VIRTUAL EMPLOYEE PRIVATE LIMITED-NOIDA

Virtual Employee (P) Ltd was conceived and established in 2007. VE provides customized remote staffing solutions in multiple IT and non-IT domains for clients across 30+ countries.

HR EXECUTIVE, APRIL '2015 -APRIL '2016

Key Responsibilities:

- Working on ERP for multiple tasks.

- Responsible for all the joining formalities, documentation of the candidates joining the organization.
- Conducting induction program of the new joiners.
- Creating Offer letters, Appointment letters with the help of ERP.
- Conducting NSR for all the new joiners
- Initiating Employment Verification of the new employees.
- Responsible for directly coordinating with the Foreign client's for their requirements related to various technologies like Dot Net, PHP, Virtual Assistance, Internet Marketing, Content Writing, Animation and Graphics, IT Support etc
- Managing the resources internally as per the requirement of the client's and accordingly preparing Service Agreements for them.
- Responsible for leaves, attendance related calculation.
- Grievance handling for new and existing client's having problem with the resource, shift timings, leaves, holidays, invoicing, agreement, IT set up arrangements etc.
- Grievance handling for the employees having any issues with the client's working hours, leaves, IT arrangements etc.



PROGRESSIVE INFOTECH PRIVATE LIMITED-NOIDA

Trusted IT partner since 1998, Progressive Infotech provides a comprehensive suite of transformation and support services.

HR EXECUTIVE, SEPTEMBER' 2013-JULY'2015

Key Responsibilities

- Worked on RAMCO ERP for all the multiple tasks.
- Responsible for the joining formalities, documentation of all the new employees.
- Generating offer letters and employee codes through **ERP**.
- Maintaining Dashboards and Preparing Daily, Weekly, Monthly Reports
- Updating and maintaining employee's personnel files.
- Coordinating with the Banker for Bank A/c Opening of the New Joiners.
- Responsible for the reference check of the new joiners and providing the ex-employment verifications via e-mails.
- Responsible for the recruitment and selection process, shortlisting the resumes from job portals/ social media sites, conducting initial rounds of interview, negotiation of the salary.
- Conducting employee engagement activities, arranging and organizing various functions such as 26th Jan, 15 Aug, Birthdays, etc. and Rewards and Recognitions process.

REWARDS & RECOGNITION

Was rewarded with the "**Team of the Quarter**" award for my contribution in the team and achieving the targets on time in Progressive Infotech Pvt. Ltd.

SUMMER INTERNSHIP

Internship Training in MBA

Organization : Green Power International Pvt. Ltd., Noida
Project Name : Organizational Culture and Its Impact
Training Duration : 45 days

SKILL SETS

- Key Skills: C, C++ languages known, MS Office, MS Excel.

BEYOND CURRICULUM

- Participated actively in debate competitions during school and college.
- Worked as a member of Discipline committee in organizing Navotkarsh, an event conducted in MBA.

PERSONNEL PROFILE

- Date of Birth : 10th March,1991
- Sex : Female
- Languages Known : English & Hindi
- Nationality : Indian
- Permanent Address : A-576, Gaur Homes, Govindpuram, Ghaziabad

Declaration:

I hereby declare that the above information is true to the best of my knowledge and belief.

Chitrlekha Tyagi

Place: