
NEHA MISHRA

Location : Gurgaon

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SUMMARY

- Seasoned professional with **over 10 years** of progressive experience in Human Resource Management, Talent Acquisition, Performance Management, Employee Engagement, Policy and Process Design, Learning and Development
- Capable of laying out the framework and organization development strategies for an emerging organization from people perspective
- Capable and creative individual with an ability to maintain co-ordination in a multi-disciplinary context
- Exceptional communication and leadership skills
- Involved in conducting workshops for employee development, competency and performance evaluation and inductions as well

KRAs

- Manpower Planning & Talent Acquisition ~ Partnering with line and corporate leadership to identify manpower requirements & projections for the year and develop talent management strategies, identify gaps and plan processes for leaders at various levels to ensure business aligned, effective talent solutions
- Learning & Development ~ Developing learning strategy for the Business that supports the current skill requirement and builds for future needs and managing different competency development programs
- Staffing ~ Designing, developing and implementing staffing processes including Manpower Planning, Assessment Techniques, Onboarding and Exit Management for business
- Performance management ~ Developing performance evaluation & review processes and employee development plans
- Payroll Management ~ Managing the periodic payroll processing for employees across locations and running operations with high volume of transactional inputs and outputs.
- Employee Engagement ~ Planning engagement activities for employees to make their workplace an enjoyable place to be at

EXPERIENCE

Since December 2017 – Showtime Events, Gurgaon

Role – Associate Director - HR

Responsibilities

- Leading the HR function nationally

December 2014 to December 2017 – Encompass Events Pvt Ltd, Gurgaon

Current Role – Sr Manager HR (June 2016 till date)

Responsibilities

- Led & partnered with senior leadership to define a robust staffing & talent pipeline strategy
- Actively involved all stakeholders in seeking input for communicating critical processes and updates of leadership pipeline for designing proactive talent strategies, career framework, coaching and mentoring progress etc
- Actively involved in implementation of online HRIS and payroll system
- Adept in end-to-end people management, spanning entire employee lifecycle - pre-inception to separation
- Led several innovative people acquisition / retention initiatives and places equal, if not more emphasis on coaching and people development
- Displays strong belief in helping people grow & sincerely caring for their well being

- An approachable and resourceful team player able to collaborate with management and employees; providing the required business partnership / HR guidance to both
- Ensured consistency in Talent Management process and identified industry best talent
- Performance Management: Designed, developed & supported the implementation & sustenance of performance management processes.
- Worked with business & functional leaders to understand priorities to develop individual, team & organizational capability aligned to business goals
- Built and sustained a culture of Reward and Recognition in the Organization, with adequate controls in place
- Payroll Management: Responsible for Implementing and monitoring internal controls over input and output data of the payroll systems.
- Employee Engagement : Planning and executing various engagement activities for employees

June 2014 to December 2014 – CS Direkt Events & Exhibitions Pvt Ltd, Gurgaon

Role – Manager – Talent Acquisition

Responsibilities

- Worked with business Resource Managers to gather hiring demand forecast.
- Conducted intake session with hiring manager to understand the position demand requirements and hiring manager expectations to ensure high quality candidates are sourced
- Participated in weekly meetings with the business heads to provide requisition level update as well as present hiring dashboard
- Responsible for driving efficiency of Employee Referral programs
- Established project staffing projections for various projects
- Developed talent acquisition strategies for different business units, identified gaps and planned processes at various levels to ensure business aligned, effective and sustained talent solutions
- Devised and implemented coherent HR strategies while improving internal processes and procedures in a demanding environment, project deadlines and budgets.
- Implemented employee communication strategy through translating the strategy into detailed plans and tactics, which would build excitement and create a high level of visibility and awareness within the organization.

January 2011 to January 2014 – Genesis Burson-Marsteller Public Relations Pvt Ltd, Gurgaon

Role – Deputy Manager – Talent Management

Responsibilities

HR generalist role, handling the entire gamut of HR including Manpower Planning, Talent Acquisition, On-Boarding , Employee Engagement, Rewards and Recognition, Grievance Handling, Payroll Management, Team Building, Training and Development , PMS (Performance Management System) , Policy and Procedure Creation and Development , MIS and all other day to day responsibilities of a HR Personnel.

September 2009 to December 2010 – HCL Infosystems Ltd, Noida

Role – HR Generalist

Responsibilities

Talent Acquisition, On boarding, Induction, Training & Development, Attendance Management, Performance Management

July 2006 to July 2007 – Aspect Construction Project, Noida

Role – HR Executive

Responsibilities

Recruitment, Policy & Procedure Creation & Implementation

EDUCATION

MBA in HR, IP University, Delhi, 2009

BBA in HR & Finance, MD University, 2006