

## CURRICULUM VITAE

Neeti Chauhan

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### Career Objectives

Seeking an important and challenging role in an organization where I can interact with the new people and show my abilities.

### Career Snapshot

- MBA in Human Resources Management with professional experience in Human Resources, Recruitment & Admin Department.
- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Expert in taking the order from the seniors and giving the valuable suggestions.
- Experience in performing the entire gamut of recruitment - Sourcing, screening, interviewing and hiring the candidates for various technical and non-technical positions.
- Proficient in planning the induction program for new employees.
- Proficient in conducting the exit interviews and using the feedback for the overall improvement of work culture.

### Work Experience

#### 1. Working as a IT Recruiter at Nityo Infotech Pvt. Ltd, Noida (Aug.13,2018- Till date).

##### Key Responsibilities

- Analyze job orders to fully understanding client's specific needs and requirements,update job descriptions to meet client's explicit requirements.
- Identify and source top candidates through resume analysis.
- Responsible for handling complete recruitment lifecycle for system Integrators or direct.
- Build and maintain relationships between clients and candidates to ensure successful partnerships.
- Conduct searches to find qualified individuals via websites including Monster, LinkedIn, Jobstreet, networking websites, naukri etc.
- Following up with the shortlisted candidates till there joining formalities.
- Taking care of all documentation of the candidates.
- Handling end to end recruitment lifecycle.
- Responsible for handling different different types of IT requirement such as : Java,.net, software testing, SAP,LINUX,HTML,DHTML & XML, Frontend ,Backend etc.
- Negotiating pay & salary rates & finalizing arrangements between client & candidates.

#### Position Hired for Technical Profile:

Asp.net, C++,C# ,Java, Vb.net, SAS,ORACLE,MYSQL Database administrator, Mobile Application-ios, android developer, Game developer, System analyst, Business Analyst, Software tester, Salesforce CRM, Data Science, ETL, Data Warehouse, Project Manager, UI/UX ,Team Lead, Frontend ,Backend ,Manual Tester, Automation tester, Technical Architect, Software Architect, Technical Writer, Graphic Designer, Web Developer etc.

#### 2. Worked as a Senior HR Executive at Saawariya Impex Pvt. Ltd (Mafe Mobile) Kundli, Sonipat (Aug.18, 2015- Nov.30,2017).

##### Key Responsibilities :-

### **Recruitment& Selection**

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Sourcing, screening and short listing resumes for Technical & Non-Technical through various job portals, socialnetworking,and reference.
- Short listing the resumes based on the job requirement.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Create screening forms for all positions.
- Following-up on each submitted candidate until the candidate is accepted / rejected.
- Scheduling interviews depending upon the Interview modes.

### **Induction & Orientation**

- Ensuring smooth Joining formalities; preparation of the induction and orientation schedule, conducting the induction for new hires.
- Maintaining personal documents (files) of the individuals.
- Designed Policies and Various HR Forms.

### **HR Administration**

- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, PF records, ESIC record, LWF, issue letters, etc.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, experience/service certificate, relieving letter, etc.
- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for employees, trainees.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.

### **Employee Engagement**

- Celebrations - Diwali, Ganpati Festival, and other company events.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

### **Employee Relations & Communication**

- Attends to employee grievances and complaints regarding attendance, salary, provides guidance if necessary.
- To detect and handle complaints, disputes and grievances of all staffs and to report them to the Project Managers (Project Manager of Site) and Management.
- Resolving issues, problems and complaints related to policy interpretation, time office, PF & ESIC issue and payroll.

### **3. Worked as a GET (Quality) at Videocon, Kashipur(Aug.08,2014 to Aug.08,2015).**

#### **Key Responsibilities**

- Improving productivity with Quality

- Provide training for new men power.
- Planning and designing of Rejection as the basis of QA.
- Analysis for process rejection and control.
- Planning for manpower requirement according to process time cycle before new product or line installation.
- Generate and update in work quality instructions.
- Ensuring of ESD safe Equipment.
- Interact with manufacturing and engineering teams to optimize documentation related to quality and inspection checks.
- Review all product quality aspect like planning, manufacturing methods and process specifications.
- Check out the quality of using materials during production.
- Analysis for process rejection and control.

#### **Skills:**

**Operating System** – Window (XP/3/5/7/8/10).

**Software & Application** – Microsoft Office, Power Point, Outlook, Word, Excel (vlookup, hlookup, Pivot table, Pivot Chart, Conditional Formatting, Macros, Hyperlink).

#### **Core Competencies:**

- Good Leadership Skills.
- Confident.
- Flexible in work.
- Honesty.
- Effective Communication Skills.

#### **Academic Qualifications:**

Qualification	Board/University	Year of Passing	Percentage (%)
MBA(Major-HR, Minor-IB)	Uttarakhand Technical University	2015	72.2%
B.Tech (IT)	Uttarakhand Technical University	2013	71.8%
Intermediate	Uttarakhand Board	2009	62.8%
High School	Uttarakhand Board	2007	61%

#### **Personal Profile:**

Name : NeetiChauhan  
 Date of Birth : 25-Nov-1994  
 Gender : Female  
 Marital Status : Married  
 Address : Noida, Uttar Pradesh

**Date:**

**Place:** Neeti Chauhan