



## Neha Bachani

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### EXPERIENCE

#### **Carbon Check (India) Private Limited**

Sept 2021- Feb 2025

##### **HR Manager**

Worked as HR Manager with M/s Carbon Check (India) Private Limited is an international body which manages and conducts validation and verification and reviews of gas emission quantification and GHG emission reductions projects.

The area of work exposure are as:

- **Employee Relations:** Building strong relationships with employees to address concerns and foster a positive work environment.
- **Attendance and Leave Management:** Monitoring attendance, maintaining leave records, and ensuring smooth operations in compliance with company policies.
- **Office Administration:** Overseeing daily office operations, coordinating with vendors, and ensuring that resources are available for smooth functioning.
- **Exit Management:** Conducting exit interviews, managing full and final settlements, and issuing experience and relieving letters.
- **Travel Coordination:** Working with travel agents to manage business travel and assist with visa document preparation.
- **Recruitment and Onboarding:** Managing hiring processes, including coordinating interviews, preparing offer letters, and facilitating orientation for new employees.
- **Employee Engagement:** Planning team-building activities and initiatives to boost morale and create a collaborative work environment.
- **Employee Records Management:** Keeping personnel files organized, updated, and easily accessible for reporting and audits.

#### **M/s Loans4Wish Financial Services**

Nov 2019-March 2021

##### **HR Manager**

Worked as HR Manager with M/sLoans4Wish Financial Services, India's fast growing financial company which provides Personal Loans and Overdraft.

The area of work exposure are as:

- **Policy Implementation:** Establishing and maintaining HR policies to align with organizational objectives.
- **Employee Retention Strategies:** Creating initiatives to retain talent, such as growth opportunities and recognition programs.
- **Workforce Planning:** Identifying and addressing staffing needs efficiently.
- **Attendance and Leave Management:** Tracking employee attendance and leave records to ensure accurate data collection and compliance with company policies.
- **Compensation and Benefits Coordination:** Managing salary structures, payroll processes, and ensuring competitive benefits are available.
- **Team Building Activities:** Organizing activities to strengthen relationships and improve collaboration among employees.
- **Conflict Resolution:** Addressing employee concerns and disputes constructively, fostering a supportive work environment.
- **Exit Process Management:** Ensuring smooth offboarding, including conducting exit interviews and facilitating proper knowledge transfer.

#### **M/s Vectus Industries Limited**

August 2018-Oct 2019

##### **Operation Executive**

Worked as Operation-Executive with M/s Vectus Industries Limited & its group Companies, India's leading and fastest growing pipe and water storage solution Company, engaged in manufacturing of plastic water tank, PPR, CPVC, PVC Piping System & various type of plastic moulded articles for agricultural and household purposes.

The area of work exposure are as:

- Generates debtors and payment ageing on a weekly & monthly basis.
- Aggressively follows-up with clients concerned marketing officials to expedite the payment realization.
- Legal Notice to Customers for the speedy recovery.
- KYC Verification of Customers
- Correspondence with KYC verification agency in relation to KYC of Customers from start to end.
- Customer account opening.
- Maintains records and statements.
- Generate the region's wise performance report of marketing officials on weekly& monthly basis and follow-up with them.
- Monitor dispatch data of the marketing officials against their commitments.

## EDUCATION

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### Bundelkhand Institute of Engineering and Technology, Jhansi

2014

Post Graduate in Business Administration (HR & Marketing)

### Bundelkhand University, Jhansi

2012

Bachelor in Business Administration

### ISC

2009

INTERMEDIATE

### ICSE

2007

High School

## SKILLS

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- Recruitment and Onboarding
- Employee Relations
- Conflict Resolution
- Compliance and HR Policies
- Employee Engagement
- Training and Development
- Time Management
- Organization and Record-Keeping
- Problem-Solving
- Team Collaboration

## CERTIFICATIONS

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### Quality Management System ISO 9001:2015

2024

### Lead verifier and validation training for ISO 14064-1 & ISO 14064-2 including requirement of ISO 14064-3

2022.