**Curriculum Vitae**

Neha

Contact : 7210848870

Email : nehachoudhary12jan@gmail.com

**CAREER OBJECTIVES**

To work with an organization that offers a challenging and learning environment with prospects for long term personal development and career growth.

**ACADEMIC QUALIFICATION**

* Sr. Sec. from SKV No.1, CBSE, passed in 2013
* High School from SKV No.1, CBSE, passed in 2011

**PROFESSIONAL QUALIFICATION**

* Master of Arts (Political Science) from IGNOU
* Becholer of Arts from Delhi University

**CERTIFICATION**

* NSDC Certification in Airline Reservation Agent from Aviation Multi Skill Development Centre, Chandigarh.

**Skills**

**Recruitment, Payroll, PF, ESIC, Challan, Admin, Audit, Induction Training, Leave records, Team handling, MIS.**

**WORKING EXPERIENCE**

**Worked with Dezine Display Solution Pvt Ltd as Sr. Executive HR from January, 2019 to May, 2020**

**Job responsibilities**

* Understand the requirement, search the candidates, mail & call the candidates and after review the CVs short-list the candidates.
* Responsible for joining and exit formalities.
* Responsible for Given Letters e.g. offer Letter, Experience Letter, increment Letter, Confirmation Letter etc
* Responsible for employees documentation.
* Responsible for payroll for all employees.
* Handling salary sheet and PF ESIC
* Responsible for making Challan
* Handling Management Information System
* Making salary for 100+ employees.
* Handling PF ESIC Salary calculation
* Responsible for biometric registration.
* Taking care of stationary.
* Coordinate with team members
* Handling all staff for related there issues
* Responsible for induction training.
* Organize and maintain personnel records
* Update internal databases (e.g. record sick, emergency leaves)
* Revise company policies
* Answer employees queries about HR-related issues
* Responsible for recruitment process.

**Worked in Aquarius HR Consultants Pvt. Ltd.,** Delhi from May, 2015 to July, 2018

Growth Path: Sr. HR Consultant April, 2017 to July, 2018

HR Consultant December, 2015 to April, 2017

Trainee Consultant May, 2015 to December, 2015

**COMPANY PROFILE**

Aquarius is rendering HR services since 2010 to manufacturing and service sectors, clients being from varied industries like automotive, specialized chemicals, industrial, FMCG, project based, insurance, audit firms and ITES sectors.

**JOB RESPONSIBILITIES**

* Understand the requirement, search the candidates, mail & call the candidates and after review the CVs short-list the candidates.
* Coordinate with client to get selection for Candidates and as per selection line up and follow up the candidates.
* Coordinate with team, candidates & clients on regular basis.
* Using Job portal like Naukri, LinkedIn, Indeed.
* Follow up with clients to requirements & selections, offer letter, joining and keep status update.
* Responsible for data auditing of HR Consultants & Trainees.
* Responsible for the recruitment training of new trainees.

**PERSONAL INFORMATION**

Name : Neha

Address : Palam Colony, New Delhi

Marital Status : Single

Date of Birth : 12-Jan-1995

Language Known : English & Hindi

Passport Detail : S4400455 (Valid till 16-Aug-2028)

Date:

Place: **(**Neha)