NEETU DEVI

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**CAREER OBJECTIVE**

High energy professional with experience in managing HR Recruitment and Generalist targeting challenging assignments in Recruitment, operation and generalist with an organization of repute.

**PROFILE SUMMARY**

* MBA(HR) with experience of 3.3years in HR Operation, Recruitment, induction, employee engagement, orientation, payroll management.
* Handling all types of grievance, compliances.
* Scheduling Induction Program for the new joining as per the company policy and to provide all inputs, material for induction.
* Handling attendance and leave management, EPF, ESI etc.

**CORE COMPETENCIES**

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| --- | --- | --- | --- | --- | --- |
| **Attendance management** | **Leave management** | **Recruitment** | **Employee engagement** | **Induction & orientation** | **HR Operation** |

**PROFESSIONAL EXPERIENCE:**

**IKON STAFFING SOLUTION Dec 2017 to Till date.**

Currently done freelancing Recruitment IT & Non IT .

**FOURTH DIMENSION SOLUTIONS LTD (CMMI 5) Dec 2014 to Oct2017 Designation: SR. HR Executive**

**HR Operations**

* Handling the payroll, compensation and benefits administration, Leave / attendance management.
* Grievance handling, Documentation of reports with regards to PF, ESIC, etc, making online challan of PF and ESI.
* Organizing employee engagement programs, employee safety, welfare, wellness and health programs.
* Responsible for induction and orientation formalities of new employees and Maintenance of Employee database which includes new joining, confirmations, exits, salaries & other personal details in payroll software.
* Preparing various letter like Offer Letter, Appointment Letter, Confirmation Letter, Absenteeism notice, Warning letter, Experience Letters and Relieving Letters etc.
* Provide orientation to new employees on Goal Setting process during on- boarding.
* Internal Communication, Joining Confirmation, Promotion and Birthday mails.
* Managing Transfer, Relocation and Exit processes and also conduct stay interviews.
* Carry out seamless exit formalities for departing employees.

**Recruitment section:-**

* Expertise in the areas of staffing, recruiting, sourcing,team handling, reporting, vendor management, sourcing, interviewing , salary negotiation , executive hiring, contract recruitment, team management. experienced in volume/mass hiring and niche skill hiring.
* Responsible for hiring candidates for all levels Entry-Junior-Middle-Senior Management and Manpower Planning,Screening, Short Listing, assessing candidate skills, competencies and sourcing the resumes according to the job description, interviewing them and keeping the recruitment turn around time.
* Coordinating interviews with Line Managers, salary negotiations, reference checks and joining formalities.
* Handling all over E-Governance recruitment position in Pan India Level DOP, FCI,LIC,R-NET, UIDAI, ICT Delhi, SWAN Project in Pan India, NCR Corporation Other Government Project etc.
* Manage channel mix for recruitment; sourcing relevant profiles through various channels including Social Media, internal job posting, job portals and referrals.Filling up required positions on time with appropriate candidature .Scheduling interviews and meetings.

**Joining Process and New Hire Orientation:-**

* Scheduling Induction Program for the new joining as per the company policy and to provide all inputs, material for induction
* Adhering to documentation check list by mentioning the importance of documents to the candidate and cross checking documents as per the documentation check list at the time of joining
* Maintaining the induction Tracker for the new joining.

**IKON STAFFING SOLUTIONS** **1 Jun 2014 – Dec2014** **Designation**: Talent Acquisition Executive

**Responsibility**

* Understanding the requirements in respect of job description and other specifications.
* Screening and sourcing candidates through various job sites/portals as well as from internal database for the given requirements/ specifications
* Handling end to end recruitment with IT and Non- IT.
* Salary negotiation and notice period negotiation

**HIGHLIGHTS.**

* Planned and organized office tours and travel, fun activities such as new year celebration, diwali celebration etc. for employee engagement and other common celebration**.**
* Handling all type of harassment cases.

**ACADEMIC PROFILE.**

* 2018:HR Payroll/ Generalist practical Training from talent magnifier.
* 2015: MBA from SMU university.
* 2013: BBA from SMU University
* 2013: 2 years diploma in computer software from web net info-tech govt. Approved.
* 2009: Senior Secondary School From Delhi Board.
* 2006: Higher Secondary School From Delhi Board

**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of birth | - | 5/12/1989 |
| Nationality | - | Indian |
| Religion | - | hindu |
| Marital status | - | Married |

**Declaration:** I here by declare that the above information is true and correct to the best ofmyknowledge and belief.

**Date:** N**eetu Devi**