Neha Nailwal

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SUMMARY

Sr. Human Resources Executive with 2 years of experience in corporate environments. Strong background in hiring, Employee engagement and onboarding processes. Strong organizational, analytical and interpersonal skills to connect effectively with various levels of employees.

SKILLS

- Compensation structuring
- Recruitment strategies
- Equal opportunities facilitation
- Effective Communication
- Presentation Skill
- Teamwork and collaboration

IT SKILLS

MS office

- Excel
- Macro
- Outlook
- Power point

EDUCATION

2020

Master of Business Administration | Human Resource

Kumaun University Nainital, Bhimtal Uttarakhand

2017

B Tech | Mechanical

Govind Ballabh Pant Engineering College, Pauri Gharwal

EXPERIENCE

February 2022 – Current

Senior HR Executive | PACE DIGITEK PVT LTD |

Bangalore, Karnataka

- Experience in end-to-end Technical & Non-Technical Recruitment.
- Joining formalities
- Conducting the overall Induction & Orientation process for the new joiners.
- Creation and maintenance of all employee files with the correct set of documents.
- Creating Offer letters, Appointment letters, NDA letters, & Confirmation letters.
- Handling Employee Engagement Activities.
- Background Verification of new employees
- Provide recruiting support for all open positions within company. This includes coordinating with job consultants, campus placements, preliminary interviewing.
- Maintaining weekly dashboard of manpower availability, employee database, Updating employee Records and generating various reports including MIS.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.

September 2020 – January 2022

HR Executive | TRIPYMANIA |

Haldwani, Uttarakhand

- Responsible for internal hiring using various recruitment techniques like job portals, LinkedIn, Free job postings, Reference hiring.
- Conducting HR Interview and onboarding programs for new employees.
- Maintaining employee database, Updating employee Records and generating various reports.
- Responsible for joining formalities which include new joinee information form, filing employee documentation, reference check.
- Conduct company's induction and brief summary of the policies and procedures of the company.
- Travel planning for executives and employees