

CHANDNI NEGI

Email Id: -Chandni.negi69@gmail.com

Contact no: - 8128752102(M)

SUMMARY

- Result-oriented professional with 4+ years of experience across Human Resource and Talent Management.
- Understand Business, priority and goals for respective stakeholders.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.
- Identify HR levers for contributing towards business goals, generate value for business.
- Skilled in Negotiation, Executive Search, Communication, Technical Recruiting, and Interview Preparation.
- Work closely with the Program Leader and other senior managers in the program to ensure a balance in HR & Operations Team communication and that Company policies are adhered to in the Program.
- Plan & organize fun on floor events.
- Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Experienced Executive Human Resources with a demonstrated history of working in the information technology and services industry. Skilled in, Management, and Leadership.

WORK EXPERIENCE

Company: Samyak Infotech Pvt.Ltd.

09/2020 to Present

Role: HR Executive

- Responsible for attendance & payroll Management.
- Working within defined processes ensure all payments are successfully managed in a timely way (employee, third party and statutory).
- Handling statutory compliance such as PF/ESIC registration & preparing the compliance for Guards out on the sites.
- Provide support to management team with regard to performance management and employee relations matters.
- Handling HR Software, Daily Data reports.
- Handling Documentations
- HR Policy Implementation & Employee Grievance Handling
- Employment Verification
- Responsible for recruitment & selection.
- Responsible for Joining & exit process.
- Taking the proper understanding of the profile from the Director/Manager and getting the best fit for the company.
- Negotiating in the budget of the company and closing the profile under the criteria.
- Assist with the development of internal processes and procedures and provides input to ensure optimal HR service to the organization.

Company: SAN Healthsoft Pvt. Ltd.

11/2019 to 08/2020

Role: HR Executive

Specialties: Recruitment, Employee Database Management, Leaves Management, Compensation & Benefits of the employees, Employee Grievance Handling, Maintaining Records and Reports of the employees.

Job Description:

- Responsible for joining formalities, End to End Recruitment, Document's verification and Organizing Campus drive.
- Organizing induction ceremonies and introducing the company's policies and environment to new talent.
- Updating the employee's personal record.
- Writing Job adverts and posting them on different social websites. Maintaining attendance matrix and employee leave matrix.
- Helping management in updating certain policies.
- Getting Involved in performance review of staff.
- Taking care of daily admin tasks such as petty cash, Monthly financials, and inventories.
- Helping the IT team by generating certain tickets related to their projects. Helping A/C department in maintaining the records of Investment declaration and to setting new joiner's salary or for the Exit formalities. Discussing certain employee engagement programs and policies in the team meet for a better company environment and culture.
- Also taking care of Exit policies. (From raising a ticket to Preparing the Exit documents of company.)

Company: Exsilio Solutions India Pvt. Ltd.

03/2018 to 10/2019

Role: Technical Recruiter

Job Description:

- Experienced Core Recruitment cycle from sourcing to onboarding Employees and learned New Recruitment and Interviewing techniques- called "**A Method of Hiring**".
- Invested 9 months into USA IT recruitment (US Staffing) (Contract/ Full Time/ Contract to hire) analysis and Process of recruitment.
- Initiated complete End to End/ full Recruitment life cycle such as starting from sourcing CV, headhunting, screening, negotiating rates, coordinating with third party recruiting firms, follow up till offer and joining of the candidate.
- Sourced out the candidates from job boards/ portals such as Monster, Dice and CareerBuilder, as well as cold calling, candidate referrals, database searching, references and networking sites to recruit new candidates.
- Prepared daily and weekly reports which cover the submission, interview status and joining details etc.
- Worked in different positions such as Data Warehouse, Dot net developer, Business intelligence and QA.
- Helped organization in developing QA department from scratch by hiring 5 people into QA team.

- Have off-campus hiring experience. (Recruited 6 interns)
- Worked in "Moodle software" to create test paper for off-campus students.
- Created different Job advert and posted that into different websites to increase the branding of the company
- Updated certain policies related to the company environment and culture. Implemented a new orientation and induction program.
- Successfully Coordinated Hackathon event for the company.
- Helped organization in daily admin tasks such as working in attendance matrix and leave the matrix. Communicated with the third party for recruiting people for different positions. Created a few survey forms for managing the company environment.

PERSONAL INFORMATION

Name : Chandni Negi
Date of Birth : 09-June-1995
Sex : Female
Language Known : English, Hindi, Gujarati ,Kumauni(Pahadi)
Address : B-302,Shrinandflora,Opposite to Shayona Farm, New Shahibaug, Nana-Chiloda Road A'bad

ACADEMIC QUALIFICATIONS

- Master of Business Administration in Human Resource from NICM affiliated by Gujarat Technical University with Distinction.
- Bachelors in Commerce in Aroma College of Commerce affiliated by Gujarat University with second class.
- HSC from GHSEB, Ahmedabad 2012 with Second class.
- SSC from GSEB, Ahmedabad 2010 with Second class.

ACCOMPLISHMENTS

- Student of the Year Award
- Beauty with Brain Award

CONCLUSION

I intend to build a career with a progressive organization where I can have a good learning opportunity and a rewarding career by utilizing my skills and potential towards the growth & prosperity of the organization.