

Neha Tripathi

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Career objective:

Looking for a Position in a quality environment and making significant contribution to a knowledge- based organization where my knowledge, skills and experience can be enriched, leading to organizational and professional vision and growth.

HR & Finance Skills

- HR Policies & Procedures
- Recruitment & Retention
- Induction, Training coordination
- Payroll, HRIS Management
- Statutory Compliance
- Time Office & Leave Management
- Performance Management
- Benefits & Compensation
- Exceptional leadership
- Humble Confidence

Key Highlights: -

- Proficient in framing & implementation of HR policies for manpower planning, performance management system, recruitment, selection, induction, orientation and development of new employees.
- Expertise in managing overall responsibility of the company HR function designed and introduced talent assessment and leadership development programs throughout the organization to unlock individual/team potential.
- Implemented HR systems & policies, formulated training calendar & training budget, identified training requirements of various categories of employees, conducted training programs towards enhancing employee productivity and built committed teams.

ORGANIZATION EXPERIENCE: -

American Unit Inc,

Sr. HR Specialist - Recruiter

Jan 2022 to Present

- Managing the complete recruitment life-cycle for sourcing and identification of the best talent from different sources as per organization manpower requirements.
- Recruit candidates for various department positions and ensure that the application process meets standards.
- well-versed experience in using different portals like Naukri, Monster, Shine, indeed etc.
- Responsible for supporting the full lifecycle recruitment process from requisition through to the on- boarding of candidates
- Interviewing candidates on the shortlist and maintaining a database on employees for future vacancies.
- Revising HR policies and ensuring that fair employment practices are implemented.
- Responsible for arranging interviews and conducting competency-based interviews alongside recruiting managers as well as identifying and implementing screening assessments where appropriate
- Applying expertise and knowledge in sourcing candidates worldwide via a variety of direct sourcing methods including advertising, LinkedIn, social media and headhunting.
- Active involvement in shaping the candidate journey from screening and interviewing through to providing feedback and negotiating offers of employment.
- To maintain excellent working relationships with hiring leaders, employees and candidates.
- Ensure HR staff addresses employees' requests and grievances in a timely manner.
- Responsible for the development and implementation of recruitment at all levels within the organization for the achievement of strategic and company goals.
- Managing the recruitment process and life-cycle, including initial assessments, interviews, offers, and developing talent benchmarking, talent assessment, and interviewing policies.

- Development of recruitment strategy, including job posting optimization, employer culture and branding, comprehensive recruitment campaign and talent planning.
- Modifying and creating new job descriptions to accurately reflect current roles, responsibilities, and requirements.
- Review and recommend salary placements for new hires, and provide data input to annual salary surveys

SGS Technical Services Pvt. Ltd.

Manager – HR

Dec 2020 to Mar 2021

- End-to-End management for of all aspects of HR functions for the organization.
- Responsible for the compensation and benefits administration which is in line with talent attraction & retention.
- Responsible for liaising with all departments to understand the department specific goals and help them in setting performance benchmarks respectively Ensure all employees are fully informed of their department objectives and expectations Develop, implement and monitor rewards & recognition strategies (monetary and non-monetary) to attract and retain talent.
- Inculcate a positive work environment/culture to motivate open communication in order to improve the HR function & contributes to team effort by accomplishing related results as needed.
- Enhances the organization’s human resources by planning, implementing, and evaluating employee Relations and human resources policies, programs, and practices.
- Ensures planning, monitoring, and appraisal of employee work results by training managers and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and Managers.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.

CapitalStars Financial Research Pvt. Ltd.

Sr. Manager - HR & Admin

Feb 2015 to Apr 2020

Core Competencies:

HRM/HRD:

- Overseeing smooth implementing HR policies & procedures required for manpower planning, recruitment, selection, training & development, in line with overall organizational goals for new employees in the Organization.

Personnel Management:

- Personnel functions relating to Manpower Planning, Confirmation of Services, Promotions, Resignations, Conducting Exit Interviews, Verification of character antecedents and other related matters in connection with personal functions.
- Maintaining Employees Attendance, Compilation of Absence Reports and Leave Status. Increasing the employee Job Satisfaction in terms of productivity, process and unauthorized absenteeism through various programs.

Employee Engagement: Conduct regular Employee Communication Forums, Festival Celebrations, and Feedback & Action Planning and proficiently execute employee engagement and welfare initiatives, i.e. Birthday celebration, Family Day, Employees outing & Appreciation & Awards to performers in respect of Suggestions, Attendance, Safety & new initiatives.

Attrition Management: Play an important role in conducting exit interviews while identifying reasonsOf attrition, analysis of attrition, implement effective Reward practices for employee’s development.

Employee Relations: Facilitate transparent communication between the Employees and the Senior Management to recommend ways to ensure healthy and safe working environment along with various welfare activities and get-togethers.

Grievance Handling: Effectively counsel employees in personal issues affecting their performance at work and work environment, relation with peers, salary etc. and promote welfare development activities. Taking steps to curtail absenteeism and disciplinary issues and take necessary / timely action whenever required.

Recruitment / Selection:

- Managing the complete recruitment life-cycle for sourcing and identification of the best talent from different sources as per organization manpower requirements.

- Planning manpower requirements in consultation with functional heads in different operational areas and conducting interviews for selection.
- Sourcing, initial screening, Preliminary Interview, Final Interview, Salary fixation, Issuing Offer/ Appointment Letters responsible for end to end recruitment process from screening to successful joining of the candidate.

Induction & Training Coordination:

- Conducted Induction programs, on boarding for all new employees and acquainting them with various Policies & Procedures of the Organization, Identifying the training needs and facilitating off-the-job/on-the-job training with internal / external agencies, Coordinating In-house training and seminars.

Salary & Payroll Administration:

- Managing the payroll functions of employees, providing monthly salary inputs related to, leaves, attendance, Management. Executing monthly salary processing and ensuring timely disbursement of salary slips. Responsible for the timely statutory compliance of the organization like P.F, E.S.I.C, Gratuity, Bonus and other requirements.
- Managing the administration of performance management system, including periodic performance reviews and appraisals for all the employees through PRED (Performance Review & Employee Development), focusing on employees KPI (Key Performance Indicators), for shop floor employees, implementing across the levels and establishing framework for Performance Appraisal system linked to Reward Management. Coordinating in formulation & implementation of increment, incentive & other remuneration policies of employees while focusing on individual positions, identifying desired training /Development and designing a challenging career plan for the employees.

Employee Welfare:

- Ensure statutory & non-statutory welfare of the employees, Payments to authorities in time and Settlement of PF, ESIC, Labor Welfare Funds etc.

Tarch Consulting	HR Recruiter	Nov 2013 to Oct 2014
<ul style="list-style-type: none"> • Responsible for full-cycle recruiting: interview, offer, negotiation and closed candidates for assigned • Requisitions, Sourcing Candidates from Job Portals and Screening them. • Responsible for achieving a good conversion ratio of submittals into interview and placement. • Responsible for Strategy Development process which includes understanding client requirements & mapping the relevant targets. • Validation of Resumes for experience and verification of work. 		

Education:

- **MBA-HRM and Finance** from Patel College of Management and Technology, DAVV Indore.
- **BCA** from GICTS Gwalior (Madhya Pradesh).

Computer Knowledge:

- Microsoft office (MS-Word, MS-Pow Pt, MS-Excel)
- Internet and E-mail Operation
- Tally ERP 9, 5.4

Project Completed:

Company: BHARTI AIRTEL PVT. LTD. GWALIOR

Industry: Telecom

Position: Trainee

Reporting to: HR

Project Title: Recruitment and Selection

Special Achievements:

- Awarded as “Rising Star” of the HR Department in 2015.
- Awarded as “Smashing Star” of the HR Department in 2017-2018.

Personal Profile:

Name – Neha Tripathi

Father’s Name – Mr. D.D. Tripathi

Address – Mahalaxmi Nagar Indore

Languages Known – Hindi and English

(Neha Tripathi)