NEHA RAJPUT

Mobile: 9667568724 **E-Mail: rajputnehajune@gmail.com**

Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

ACADEMIA

2016	Bachelor of Education (Pursuing)
2008	MBA in **Marketing and HR**
2006	B.Sc. from Dr. B. R. Ambedkar University
2003	Senior Secondary Certificate Examination
2000	Secondary Certificate Examination

PROFESSIONAL EXPERIENCE

Working as HR Executive in Tecnia Institute of Advanced Studies. (2021-2022

Worked as HR in Technoplanet Lab Pvt. Ltd.(2015-2021)

Worked as a Lecturer in Dr. MPS Memorial College of Business Studies. (2008-2009)

ROLES AND RESPONSIBILITIES

- Maintain a communication link between the management and the employees.
- Responsible for Hiring & Selection process across all departments.
- Maintain database of candidates.
- Calling potential candidates for the interviews.
- Searching Right people who fits the job requirements of different clients.
- Sourcing from the different job portals like Naukri, LinkedIn etc.
- Understanding JDs, sourcing resumes from portals, taking initial interviews, handling Joinings, salary negotiations, etc.
- Responsible for Hiring & Selection process across all departments.
- Complete new comer's joining formalities and undertaking orientation.
- Maintaining personal records of all employees.
- Maintaining employee's attendance and leave records.

- Maintaining a positive organization culture where everybody's voice is being listened & respected
- Taking care of the exit formalities including exit interview, full and final settlement clearance and follow up on the same.
- participate in conflict resolution and mediation
- resolve employee relations issues

CORE SKILLS

- Recruitment and selection
- Ability to listen and active problem solving skills.
- Good interpersonal skills.
- Ability to handle pressure.
- Leadership, positive attitude

EXTRA ROLES AND ACHIEVEMENTS

- Appreciated with outstanding Performance in MOSAIC(Nail Art Competition) 2017
- Certificate of valuable contribution in NAAC Visit ,2017
- Certificate of Appreciation in valuable Contribution in National Seminar on- SCHOOL TEACHERS SHOULD BE SUBJECTED TO " PSYCHOMETRIC TESTS" as presenter,2018
- Attending International Conference (Retailing the Economic Mantra)- Initiative By the Organized Sector, Organized by HIMCS 2008
- Attended OB Lab (on Conflict Management)
- Contributed a high level of Loyalty and Services through my Inter personal skills and my Understanding of various personalities.

PERSONAL DETAILS

Name	:	Ms. Neha Rajput
Father's Name	:	Late Mr. Natthi Lal
Permanent Address	:	HNo. 229, Pocket F-6, Sec-16, Rohini, Delhi-110085
Nationality	:	Indian
Date of Birth	:	13th June 1985
Languages Known	:	English,Hindi

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Date Neha Rajput