

Ms. Monisha

Senior Human Resource Executive

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in <https://www.linkedin.com/in/monisha041/>

Experienced HR Operations and Talent Acquisition Specialist with three plus years of dedicated practice. Skilled in sourcing and attracting top talent through effective strategies and platforms. Proficient in managing various aspects of human resources, including recruitment processes, on boarding, and employee relations. Proven ability to streamline processes, improve efficiency, and contribute to organizational growth.

Professional Experience

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| Senior Human Resource Executive, Transweb Educational Services Pvt Ltd | 09/2020 – 01/2021 Noida, India |
| <ul style="list-style-type: none">• Generating official internal documents such as offer letters, appointment letters, salary slips, and warning letters.• Creating onboarding plans and educating newly hired employees on HR policies, internal procedures, and regulations.• Maintaining physical and digital files for employees and their documents, benefits, and attendance records.• Creating employee engagement plans, and initiating activities.• Evaluating employee performance and appraising their pay scale accordingly | |
| Senior Human Resource Executive, INSTASOLV - Adinio Services Pvt Ltd | 11/2019 – 09/2020 Noida, India |
| <ul style="list-style-type: none">• Transweb's Sister company Instasolv- Responsible for hiring junior to senior level positions both technical and non-technical talent across the functions.• Performing extensive Internet based research, data mining, cold calling and using other sourcing techniques to get the right profiles and responsible for generation of active and passive candidates from the above sources.• Work effectively with external search partners and staffing leadership (Vendor Management) to creative innovative sourcing strategies.• On-boarding of candidates, Conduct training and development (Orientation and Inductions) for new joiners• Actively handle employee engagement programs• Responsible for exit and termination formalities of employees. | |
| Human Resource Executive, Transweb Educational Services Pvt Ltd | 10/2018 – 11/2019 Noida, India |
| <ul style="list-style-type: none">• Recruitment & Selection- Preparing of JD, sourcing & shortlisting the candidates, and managing the entire process of interview• Conducting Campus placements in different colleges• Responsible for Onboarding, Induction of new recruitee, Joining formalities, and verification of the necessary document Interview Scheduling & Coordination• Arranging the Training & Development Sessions for new and existing employees• Handling the HRMS software for managing employees' attendance, leaves, salaries, etc• Responsible for maintaining proper documentation/files of employees• Preparing & Issuing the appointment, confirmation, appraisal, experience letters to employees• Handling Employee Grievances Involved in doing the Full & Final Settlement process of resigned employees | |

HR Manager - Intern, NxtLife Technologies Ltd. (UK)07/2017 – 09/2017
New Delhi, India

- Sourcing candidates by using job portals, social media marketing for IT Projects
- * Lining up of candidates for interview
- * Follow-up on the interview status and managing candidate pipeline
- -Managing the online job postings, social media presence, etc
- * Ensuring smooth on boarding of new joiners
- * Conducting campus placement in different colleges
- * Counseling students for Industrial training.

HR Assistant- Intern, Evelyn Learning Systems Pvt. Ltd10/2016 – 04/2017
New Delhi, India

- Internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, etc.) in both paper and the database and ensure all employment requirements are met
- Screening the resumes and selecting the right candidates after evaluating the technical and inter personal skills, managing campus placements end to end process.
- Conducting and coordinating HR / Technical interviews -Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in short listing, issuing employment contracts etc
- Perform orientations, on-boarding and-update records with new hires
- Responsible for sending mail for Part Timers
- Taking initiatives on the celebrations and fun activities
- Communication & Interaction with employees through mailers and face to face.

Project Coordinator- Intern, Evelyn Learning Systems Pvt. Ltd10/2016 – 11/2016
New Delhi, India

- * Searched and Called for Part-time solvers to work on assignments
- * Assigned the work to Part-time solvers
- * Keeping record for all the files
- * Follow up with the solvers on a regular basis
- * Check the files for Plagiarism and formatting
- * Coordinates with Team Leaders and plan the work to meet the deadlines
- * Co-ordinate with the accounts team for the payment to the part-timers.

Education

Human Resource Management: HR For People Managers Specialization,

2024

*University of Minnesota - Carlson School of Management***Bachelor of Commerce (B.Com), Commerce,**

2013 – 2016

Jesus and Mary College, Delhi University

New Delhi, India

XII (Senior Secondary), Commerce, DTEA Sr Sec School

2013

New Delhi, India

Skills

Recruitment and Sourcing • Candidate Assessment and Screening • Interviewing and Assessment
Interview management • Employer Branding and Talent Pipelining • Onboarding and Offboarding
HRIS Management • Training and Development • Payroll Processing (Data collection and Report making)
Employee engagement

Languages

English

Hindi

Tamil

Certificates

- HR Generalist Certification Course from Keka Academy Issued Jan 2024
 - Performance Management System from Keka Academy Issued Jan 2024
 - Hirist Tech Recruitment Certification Issued June 2020
 - Interview Skills from British Council Issued June 2014
 - E-accounting from oxford software institute Issued April 2013
 - Keka Hire (ATS) Certification course from Keka Academy Issued Jan 2024
 - Employer Branding Certification course from Hirist Issued Jan 2022
 - Advance Excel Internshala Issued June 2020
 - Public Speaking From British Council Issued June 2013
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Workplace Accomplishments

- At Tranweb Educational Services pvt Ltd., Successfully sourced and hired key talent for critical roles and enhanced the quality of hires by implementing a comprehensive screening and assessment process. Led the design and implementation of a comprehensive onboarding process which increased in new employee satisfaction scores and faster integration into company culture. Got appreciated for being most active HR in the organization.
 - At Nxtlife Technologies.(UK) - Internship - got a token of appreciation from Krishna Institute of Engineering and Technology (KIET) for conducting campus recruitment.
 - At Evelyn learning systems Pvt. Ltd - Internship - got stipend appraisal within 4 months on the bases of my performance
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Declaration

I hereby declare that the above details furnished by me are true to the best of my knowledge.

Monisha