

**Neha**  
**HR Admin & Executive**  
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**Location:** Shahdara, Delhi

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## Objective

Dynamic HR professional seeking challenging opportunities to leverage my expertise in recruitment, employee management, and organizational development to drive success within an organization.

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## Skills

- **Recruiting & Onboarding:** Expertise in full-cycle recruiting, onboarding, and employee integration.
  - **Training & Development:** Design and implement effective training programs and career development initiatives.
  - **Employee Relations:** Skilled in managing employee relations, performance management, and conflict resolution.
  - **Compensation & Benefits:** Proficient in administering compensation packages, benefits, and compliance.
  - **HRIS Management:** Experience with HR Information Systems and data analysis.
  - **Organizational & Time Management:** Strong organizational skills with proven ability to multitask and manage time efficiently.
  - **Event Planning & Travel Arrangements:** Expertise in planning company events and managing travel logistics.
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## Professional Experience

### Hyper Stealth Technologies Pvt Ltd

*HR Admin & Executive*

*Sep 2023 - Present*

- Spearhead recruitment, onboarding, and training processes to ensure smooth integration of new hires.
- Oversee employee records, payroll, benefits administration, and compliance with HR policies.
- Manage logistics including travel arrangements, office supplies, and budgeting.
- Provide executive support, assist with invoicing and expense tracking, and prepare detailed reports.
- Organize and coordinate company events and meetings to enhance organizational culture.

## **Informage Techn Solutions Pvt Ltd**

*HR Executive*

*Jan 2022 - Aug 2023*

- Acted as a liaison for Punjab National Bank and other clients, managing HR functions for L1 Engineers.
- Conducted recruiting, interviewing, hiring, training, and onboarding of new employees.
- Managed employee records, attendance, and communication between employees and management.
- Oversaw conveyance, handled invoicing, and collaborated with accounts on ESIC cards and salary processing.
- Maintained data and handled invoicing tasks related to employee services for PNB Bank.

## **Recrutic Resources**

*HR Recruiter*

*Jun 2021 - Jan 2022*

- Coordinated and scheduled interviews for various job positions, handling bulk hiring and candidate queries.
- Shortlisted candidates and managed the hiring process, including offer negotiations and finalization.
- Achieved an average selection rate of 2 candidates daily for final interviews.

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## **Education**

- **Delhi University (IP College for Women)**  
BA Hons (Philosophy) - Jul 2019
- **IME**  
LL.B - Jul 2022

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## **Notable Achievements**

- Successfully recruited bulk Field Engineers and Senior-Level Engineers for Punjab National Bank, demonstrating strong recruiting and project management skills.