

# Neha Naagar

## Human Resource And Administration

Eager to provide my efficiency in a reputed professional organization, where I can serve my duties and utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

## Experience

### Kings International

HR Operations

\*Developed and implemented HR policies and procedures to ensure compliance with employment laws and regulations. \*Overseen the HR information system (HRIS) to ensure accurate data management and reporting. \*Managed the recruitment process, including job postings, candidate screening, interviewing, and on-boarding. \*Administered employee benefits programs, such as health insurance, retirement plans, and wellness initiatives. Conducting regular audits of HR activities to identify areas for improvement and ensure process efficiency. \*Lead the payroll function to ensure accurate and timely compensation for all employees. \*Provided guidance and support to management and staff on HR-related issues and best practices. \*Facilitated employee relations, including conflict resolution, performance management, and disciplinary processes. \*Coordinated training and development programs to enhance employee skills and career growth. \*Ensured the maintenance of confidential employee records and documentation in accordance with legal requirements. \*Monitored key HR metrics to assess the effectiveness of HR initiatives and make data-driven decisions. \*Collaborated with senior leadership to align HR strategies with business goals and objectives.

### NIAB (Department Of Biotechnology- Ministry Of Science & Technology)

Project Assistant

\* Organised and maintained Projects' files and other filing systems for ready-reference database and records to improve document management. \* Answered incoming calls, responded to emails and other inquiries from Project Investigators as well as DBT Staff. \* Scanned documents using high-speed scanners for digital archiving purposes. \*Gathered and sorted data for inclusion in E-office and E-files. • Assisted with events such as Technical Expert Committee meetings, planning activities such as conferences or other official meetings. • Compiled various official data such as Parliamentary inputs into MS Word Excel and Powerpoint for analysis or reporting purposes. • Coordinated special projects as assigned to Autonomous Institutes. • Proofread and analyzed the FY documents prior to authority's approval/distribution to ensure accuracy of content and figures. \* Maintained positive working relationship with fellow staff and management team. • Reserved and managed meeting room availability. \* Checked stock to determine inventory levels and maintain office stationary/supply products. • Created Agendas for TEC Meetings, put up meeting minutes to be signed and approved by Authorities, distributed notes and other related information to attendees afterwards. • Gathered Correspondence and prepared Notings for Release, Sanction, Extension Orders along with Revalidation and Reappropriation Notes, Reports and other FY wise documents in final DBT formats with correct punctuation, figures, grammar, and spelling • Leveraged PFMS, E-Promis and E-Office skills to input and compile data gathered from various sources. • Understood and followed oral and written directions to complete day-to-day duties accurately and efficiently.

### Softline Institute

Executive Assistant cum Receptionist

\*Acting as First Point of Contact in absence of CEO/President. \*Implemented Administrative and Front Office systems. \* Entrusted to manage Confidentiality of Company Policies and other sensitive matters. \* Administered Employee Recognition programs and Elevated Nominations, Awarded Designations and other Benefits to the Team / Co-Workers and Students. \* Organised and Maintained Records, Files, Couriers and other Docs. \* Data Analysis and Updating. Keeping Notes and Scheduling of Meetings and other Networking Events. \* Screened Phone calls and Communicated via Text Messages, Email and WhatsApp on behalf of President/CEO. \* Handled Digital/Social Media Platforms. Drafted Records and Prepared Presentations on PPT. \* Vendors, Projects and Event Coordination. \* Coordination with IT, Sales and HR team.

## Education

### MBA Human Resource Management

School Of Management Studies



## Contact Info

Phone:

9582507214

Email:

shreya.naagar@gmail.com

DOB:

12.09.1994

Gender:

Female

Nationality:

Indian

Address:

Kotla Mubarakpur, New Delhi

## Skills

PPT

Communication

Computer

Conflict resolution

Creativity

Critical thinking

Decision-making

Emotional intelligence

Interpersonal communication

Leadership

Management

MS Office

Planning and coordination

Problem solving

## Language

Hindi

English

## Hobbies

- **B.A Honors in English Literature**

PGDAV College (Morning) Delhi University

- **+2 CBSE**

SNSKV, Defence Colony

## Achievement

- **Excellent Performance Award**

(In Designing, Animation And Content Writing)

## Additional Info

- **Diploma In Computer Applications**

\* Corel Draw \* Photoshop \* Pagemaker \* Flash \* MS Office \* Tally ERP 9

- **Basic Knowledge Of Computer**

\* MS Office \* PowerPoint \* Internet Surfing \* Database Management

- **Soft Skills And Strengths**

\* Self Confidence and Smart Working \* Creative and Innovative Mindset \* Willing to work and help as Responsible Team Member \* Determination \* Curiosity about the work and new ideas/technology.

- **Personal Information**

\* Father's Name:- Mr. Harish Chandra Naagar \* Nationality:- Indian \* Religion:- Hindu \* Languages Known:- Hindi and English \* Email Adresse:- Shreya.naagar@gmail.com

Art

Painting

Volunteering

Graffiti