



FALGUNI BADOLA

CONTACT

- 📍 Chandigarh
- 📞 9877711020
- ✉ badolafalguni25@gmail.com

SKILLS

- Workplace conflict resolution
- Career progression assistance
- Grievance management
- Policy development
- Employee record management
- Team building activity planning
- Hiring management
- Payroll management
- HR budget management
- Employee Relations
- Benefits administration
- HR and recruitment
- Dispute Resolution
- New employee orientation
- Active listening
- Learning capacity
- Negotiation skills
- Analytical skills
- Team management
- Employee retention strategies

LANGUAGES

English, Hindi: First Language

SUMMARY

Passionate and results-driven Human Resources professional with two years of experience in talent acquisition, employee relations, and HR operations. Skilled in fostering positive workplace environments and implementing strategic HR initiatives to drive organizational success.

EXPERIENCE

Senior HR Manager, 01/2024 - Current **Netzens Softech - Chandigarh**

- Managed a team of 5 HR professionals and successfully recruited for over 100 positions within the organization
- Designed and implemented training initiatives to increase employee skills and knowledge
- Established a performance management system that improved employee engagement and productivity.
- Led employee onboarding and orientation processes to ensure a smooth transition to the organization.
- Coordinated with employee benefits and payroll departments to ensure accuracy and timeliness of processes.
- Maintain employee records, ensure that employee changes are entered correctly and made on a timely basis.

US Recruiter, 06/2023 - 01/2024 **Spectraforce technologies**

- Sourcing and recruiting candidates by using databases, social media.
- Screening of the candidates resumes and job applications.
- Scheduled appointments for employees who wanted to meet with the human resources manager and fielded the calls of potential employees applying for open positions.
- Assisted employees in resolving conflicts with one another and also helped them understand benefits packages, hiring standards and pay scale information.
- Facilitated employee relations initiatives and provided guidance to resolve complex employee issues.

HR Executive, 05/2022 - 05/2023 **Kilobyte Technologies**

- Worked closely with Hiring Managers and Account Managers to maximize effectiveness of recruiting process
- Regular follow ups with the respective hiring managers, candidates.
- Ran reports and met with employees in situations where the HR manager was unavailable.
- Managed the performance management process to ensure the development of employees.
- Developed and implemented training and development programs to meet the needs of the organization.

EDUCATION

Masters of Business Administration, 01/2023

Chandigarh University

Percentage: 81%

Bsc (Nutrition and Dietetics), 01/2021

Chandigarh University

Percentage: 77.5%