



JYOTI YADAV

HUMAN RESOURCE

Human Resource

Accomplished Human Resource Executive proactive in meeting company issues head-on with creative and innovative approach. Expertise in Compensation structuring, recruitment, developing and motivating employees. Well-versed in explaining benefits packages to assist employee comprehension and decision-making. Skillfully prioritize and manages all aspects of payroll processing and benefits administration

CONTACT

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KEY SKILLS AND CHARACTERISTICS

- Good Communication skills
- Organizing skills
- Negotiations
- Networking
- Performance reviews
- US Staffing
- Talent management
- Training and mentoring
- Microsoft Office proficiency
- Team Building
- Benefits and compensation management
- Recruiting and hiring talent

WORK EXPERIENCE

Max Eleven LLC

Sr HR Executive

Nov 2021- Present

- Process Setup, interviews, and employee handling
- Shortlisting candidates as per company requirements
- Coordination with company management
- Candidate offer releasing
- Completing the onboarding process
- Ability to build, foster and maintain positive professional relationships.
- Excellent interpersonal communication skills.
- Knowledge of relationship management best practices
- Problem solving and conflict resolution capabilities
- Willingness to develop an in-depth understanding of the business and related services
- Persuasive, energetic, disciplined independent thinker.
- Coordinate with in-house team
- Build strong and professional relationships with all employees, interns and fellows in order to understand them; proactively enhance employee staff care program to build employee resilience and ensure well-being resulting in excellent increased employee satisfaction.

Networsys technologies Pvt. Ltd.

Sr. HR Generalist

June 2019 - 2021

- Created and implemented forward-thinking initiatives to improve employee engagement.
- Liaised between multiple business divisions to improve communications.
- Streamlined HR efficiencies, coordinated new hire orientations and provided on-boarding and training for new employees.
- Regular training of US IT recruiters.
- Accurately maintained payroll and benefits for global employees in various locations.
- Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
- Oversaw all HR needs for employee operations.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing and position management practices.

EDUCATION

Doon Business School, Uttarakhand
July 2018
Masters of Business Administration
(72%)

Maharashi Dayanand University,
Rohtak
April 2016
Bachelor of Commerce (60%)

H.B.S.E
April 2012
XII Class (79.5%)

H.B.S.E
April 2010
X Class (76%)

KPG99 INC

HR Executive

October 2018–May 2019

- Designed and implemented orientation programs for new employees, covering job responsibilities, policies, procedures and work policies.
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- Developed specific workforce target metrics to align KPG99's employee base with specific business needs.
- Effectively recruited candidates through Internet research, internal database, referrals, and other strategies.
- Led and provided direction for team of 30.
- Uploaded time records into ADP and made adjustments to create accurate database for payroll processing functions.
- Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials, and conducting initial interviews and pre-screening assessments.
- Dealt with consultants on H1B, GC and US Citizen and EAD (All Visa).
- Developed and deepened relationships with college campus representatives to meet with graduating seniors for recruitment.
- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates.
- Oversaw full cycle recruiting for US vacancies each quarter.

Myndtree business services Pvt Ltd.

HR Executive & Recruiter

September 2017– September 2018

- Assessed and aligned compensation packages to market to attract highly qualified applicants for organizational vacancies.
- Forecasted expected personnel demands and developed forward-thinking approaches to achieve objectives.
- Improved office efficiency by effectively managing internal communications and correspondence.
- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols. Completed human resource operational requirements by scheduling and assigning employees.
- Conducted interviews and successfully on-boarded 40+ new hires.

Reliance Jio infocomm Limited

HR Trainee (Internship)

June 2017– August 2017

- Completed human resource operational requirements by scheduling and assigning employees.
- Scheduling interview (Telephonic or PI) for short listed candidates with a proper accountability to avoid No-Shows at any cost.
- Learned importance of HR policies, processes and best practices.

DECLARATIONS

I do hereby declare that above particulars of the information and facts stated are true, correct and complete to the best of my knowledge and belief