

PAYAL TEWATIA

MEMBER EXPERIENCE

PHONE | (+91) 9667549104
EMAIL | payaltewatia05@gmail.com
LOCATION | Gurugram, INDIA
EXPERIENCE | 2 Years 11 Months

Key Skills

- Hiring
- Human Resource Management Software
- Talent Management
- Corporate HR
- HR Operations
- Human Resource Management
- Talent Acquisition
- Recruitment Selection
- HRIS
- Team Coordination
- Training
- Administrative Assistance
- Communication Skills
- MS Office

Certification

- Introduction To Social Media Marketing
- Creating Dashboard And Story Telling With Tableau
- Excel Fundamentals For Data Analysis

Profile Summary

As an HR Assistant, I leverage my background in employee relations and HR administration to enhance organizational effectiveness and employee satisfaction. I focus on maintaining accurate employee records, managing data for compliance, and supporting HR operations. My role includes responding promptly and empathetically to staff and candidate inquiries, contributing to a positive workplace environment. I oversee HR information systems to streamline processes, ensuring data accuracy for better decision-making. Collaborating with cross-functional teams enables me to address employee issues effectively and improve communication across departments. Additionally, I actively participate in planning HR initiatives and engagement activities to foster a cohesive and productive work culture.

Work Experience

Member Experience

AIRBLACK TECHNOLOGIES

06/2024 - Present

1. Maintained accurate employee records using HR tools like Retool, Intercom, and Asana for improved service delivery.
2. Resolved HR-related issues by analyzing employee needs.
3. Collected feedback to inform HR process enhancements and strategic decisions.
4. Collaborated with cross-functional teams to streamline HR operations and foster teamwork.

Health Coach

Jiva Ayurveda

10/2023 - 05/2024

1. Provided timely and empathetic responses to

- Data-Driven Decisions With Power BI
- FinTech Foundations And Overview
- Generative AI: Enhance Your Data Analytics Career
- Marketing In A Digital World
- Product Management: An Introduction

Languages

- English
- Hindi

inquiries, ensuring high customer satisfaction. 2. Utilised strong understanding of policies and procedures to address employee concerns accurately. 3. Managed HR information systems to streamline processes and improve data accuracy. 4. Partnered with cross-functional teams to resolve employee issues and facilitate communication. 5. Ensured adherence to company policies and maintained detailed records for compliance and quality improvement.

Administration Staff

K R Public Sr. Sec. School

12/2021 - 10/2023

1. Assisting in employee data management and ensuring accurate HR records. 2. Coordinating various HR administrative tasks to enhance team efficiency. 3. Communicating effectively with staff, candidates, and stakeholders. 4. Managing HR documentation, including policies, forms, and internal correspondence. 5. Participating in the planning and execution of HR initiatives and employee engagement activities.

Education

B.B.A/ B.M.S - Management

2024

Amrita Vishwa Vidyapeetham (Ahead)

Grade - 8.7/10

12th

2021

CBSE , English

Grade - 65-69.9%

10th

2019

CBSE , English

Grade - 65-69.9%