



RANJANA NEGI

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Focused Sr. HR Executive skilled in employee hiring, development, and motivation. Offers employees comprehensive support and career development guidance for dynamic industry landscape. Well-rounded experience in operations management, customer service, communication development. Excellent client management skills and innate ability to build strong, lasting, and mutually beneficial relationships with business heads.

EXPERIENCE

JULY 2023-
NOV 2023

SR. HR EXECUTIVE | VGM CONSULTANT PVT. LTD.

- Fostered cross-functional relationships to connect managers and employees and improve overall efficiency.
- Educate employees on company policy and kept employee handbook current.
- Managed other HR staff and overs completion of tasks and initiatives.
- Directed hiring and onboarding programs for new employees.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Performed administrative and customer service functions by responding to general employee inquiries, addressing employee relations issues, and scheduling meetings.
- Coordinated and engaged with leadership in planning and organizing calendars, events and activities.
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Recommended appropriate resolutions to employee relations concerns and handled disciplinary issues and investigations of misconduct.
- Conducted company-wide town hall meetings to convey updates.
- Processed employee claims involving performance issues and harassment.
- Developed succession plans and promotion paths for staff.

JAN 2021-
JUNE 2023

HUMAN RESOURCE BUSINESS PARTNER | PROCESS SERVICES INDIA PVT. LTD.

- Managing end to end Onboarding for all new employees via software People Strong Alt HRMS.
- Taking care of offer letter issuance and joining formalities.
- Maintain human resources information system and kept employee files up to date and accurate.
- Generating employee code of new joined via software People strong and ESIC number employees via ESIC portal.
- Handling statutory compliances like PF, GRATUITY, ESIC , Nomination forms of new joined employees Keeping track and taking rigorous follow ups to ensure that attendance of 5000 employee's getting validated in HRMS(Human Resource Management System) portal.

MAY 2020-
JULY 2020

- Resolve understaffing issues, disputes, employee terminations, and disciplinary procedures.
- Foster positive work environment through comprehensive employee relations program.
- Identify and implement appropriate strategies to increase employee satisfaction and retention by conducted surveys interviews.
- Conduct exit interviews with employees leaving company to gauge areas of success and opportunities for improvement.
- Make sure to resolve ICICI bank managers query within set allotted TAT.
- Explain employee compensation, benefits, schedules, working conditions, and promotion opportunities.

HR INTERN | SPADE EMS PVT. LTD

- Managing recruitment and selection process
- Checking Pre & Post joining formalities
- Worked with HR team to coordinate company events.
- Updated and maintained 100 employees records to respond quickly to requests for information.
- Established healthy relation with employee.

EDUCATION

2021



PGDM-HR & ANALYTICS

Completed PGDM-HR & Analytics from Lloyd Business School in 2021

2017



BACHELOR OF COMMERCE

Completed B. Com from Delhi University (SOL) in 2017.

SKILLS

- Critical Thinking
- Decision Making
- Multitasking Abilities
- Interpersonal Skill
- Problem Solving
- Strategic Planning
- Employee Relation Management

APPLICATIONS EXPOSURE

- MS Office
- Outlook
- HRMS Opportune
- People Strong
- HR One