

Sneha Aggarwal

Human Resources TA & HRBP

Able to manage the human resources in a company to sustain the most professional environment.



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WORK EXPERIENCE

Human Resource Associate Physics Wallah

12/2022 - Present

Achievements/Tasks

- Implemented recruitment strategies, sourcing candidates through various job portals (Internshala, LinkedIn, Naukri) and conducting interviews to assess candidate's skills, experience and cultural fit within the organization.
- Managed employee records, coordinate orientation sessions to introduce new hires to company policies and culture and facilitate completion of paperwork and administrative tasks.
- Handled employee queries or concerns and developing a positive work environment through effective communication and conflicts resolution.
- Developing and operating equity compensation plans.
- Designing and operating the global talent management cycle providing end-to-end support with scheduling of interviews by coordinating with various stakeholders across all levels for the same.
- Be the face of HR for day-to-day employee needs, issues and doubt resolution ability.
- Managing onboarding of employees right from sending out offer letter, scheduling and taking induction sessions, sending out introduction emails, workstation allocation etc.
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates.
- Assist in development and implementation of human resource policies.
- Promote HR programs to create an efficient and conflict-free workplace

Junior Human Resources Executive Perito Staffin Services

02/2021 - 11/2022

Achievements/Tasks

- Assisted the HR department in training new and old staff from different departments.
- Helped the monthly evaluation of the staff's work performance

EDUCATION

Master's in Human Resource Indira Gandhi National Open University

2022 - Present

Bachelor of Buisness Administration Indira Gandhi National Open University

2017 - 2020

Fashion Designing JD institute of fashion technology

2017 - 2018

SKILLS

Creativity

Proficient in Microsoft Word

Microsoft Power Point

Microsoft Excel

Canva Designing

Leadership Skills

Communication Skills

Problem Solving

Interpersonal Skills

Manage Schedules and time

Human Resource

Buisness Operations

ACHIEVEMENTS

Performer of the month

Publications hiring

Operations hiring and tech counselling

Analyst hirings for pan India

LANGUAGES

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Fashion designing

Listening songs

Dancing