

Neha Baliyan

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SKILLS

Technical:

MS Excel,
MS Word,
PowerPoint

Functional:

Communication,
Organization
Management,
Human Services,
Research & Exploration

Essential:

Relationship Building,
Time Management,
Listening Skills,
Body Language,
Reliability

STRENGTHS

Critical Thinking,
Curiosity,
Social Adaptability

HOBBIES

Story Writing,
Dancing,
Listening Music

PERSONAL DETAILS

Flat No. 100, Plot No.
108 (Royal Villa),
Sector-2, Rajendra
Nagar, Ghaziabad,
UP-201010, India

DOB: 26/02/1997
Nationality: Indian

WORK EXPERIENCE

Sanganan IT Solutions Pvt Ltd. – Noida 67

ASSISTANT HR MANAGER & BUSINESS GROWTH EXECUTIVE

April 2021 – Present

Responsibilities:

- Managing company staff, including coordinating and supporting the recruitment & hiring process.
- On boarding newcomers to the company.
- Determining suitable salaries and remuneration
- Manage training and development initiative.
- Keep track on employee's performance.
- Oversee and manage benefits and compensation.

Infoscope Solution Pvt Ltd. – Noida 63

HR TRAINEE

October 2020 – March 2021

Responsibilities:

- Assisting with day-to-day operations of the HR functions & duties.
- Screening resumes and scheduling interviews.
- Compiling & updating employee records.
- Assist in organizing and coordinating our HR policies and procedures.

India Webtech Solutions – Delhi 94

HR INTERN

September 2019 – March 2020

Responsibilities:

- Orientation & employee training development.
- Screening resumes and scheduling interviews.
- Gathering payroll data like working hours, leaves & bank account etc.
- Updating database with newcomers contact details and employment forms.
- Preparing HR reports like training budgets by department.

ACADEMIC QUALIFICATIONS

Master of Business Administration (MBA)

AKTU University, Luck now

2020 – 2022

Diploma Certification in Human Resources

Alison, Online

2019 - 2020

Bachelor of Commerce (B. Com)

Delhi University, Delhi

2014 - 2017

CERTIFICATION&WORKSHOP

- Certification in Human Recourse Management, *Udemy*
 - Agile HR Fundamentals, *Udemy*
 - Recruiting, Hiring & Onboarding Employees, *Coursera*
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CO-CURRICULARACTIVITIES

- Actively organized events in my last organizations.
- Active member of cultural activities in college:
 - Captain of Tug of War Team
 - Chief Coordinator of Event management Club