



VALONIA CATHERINE NORONHA

HUMAN RESOURCES PROFESSIONAL

CONTACT

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Address : H.No.155/A, Valadares
Vaddo, Marna Siolim,
Bardez Goa - India

DOB : September 11, 1995

EDUCATION

Post Graduate Diploma in Human Resources - 2020-21
IGNOU, India

Bachelor's Degree in Commerce - Business Management - 2015-16
St. Xavier's College, Mapusa Goa - India

SKILLS

- Conversational and interactive skills
- Administrative expert
- Data analytics
- MS Office suite
- Multilinguistic - English, Hindi, Konkani & Marathi

PERSONAL PROFILE

Highly motivated HR Professional with over seven years of experience with excellent conversational and interactive skills.

Expertise in HR Analytics, Employee Engagement, Recruitment & On Boarding and Payroll & Statutory.

WORK EXPERIENCE

March 2023 till date

Coorg Marriott Resort & Spa, Madikeri - 108 Keys

Assistant Human Resources Manager



December 2022 to March 2023

Taj Vivanta, Bengaluru Whitefield - 199 Keys

Assistant Human Resources Manager



December 2021 to December 2022

Goa Marriott Resort & Spa, Goa - 190 Keys

Human Resources Executive



September 2019 to December 2021

Le Meridien, Goa Calangute - 146 Keys

Human Resources Executive



April 2016 to September 2019

Resort Rio (5* Deluxe) Arpora Goa - 280 Keys

Human Resources Supervisor- October 2018 to September 2019

Human Resources Associate - October 2016 to October 2018

Guest Relations Associate - April 2016 to October 2016



KEY AREAS

- Talent Acquisition & Planning
- Employee Learning & Development
- Employee Engagement & CSR Activities
- Employee Welfare
- Statutory Compliances
- MIS and Reports
- Compensation and Benefits: Attendance, Payroll and Salary Advances/Loans
- Rewards and Recognition
- Performance Management
- On Boarding & Off boarding experiences
- Unit management

ACHIEVEMENTS

- Management Development Program 2021-22 at Goa Marriott Resort & Spa, Miramar
- Executive of the Quarter – April 2021 to July 2021 at Le Meridien Goa, Calangute
- Associate of the year 2017-18 at Resort Rio
- First Runner Up for the Associate of the year 2016-17 at Resort Rio
- Associate of the Month for Outstanding performance in Human Resource at Resort Rio
- Outstanding performer – Guest Relations at Resort Rio



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