

Neelam Tomar

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Objective

To become a part of Human Resources Team in a progressive, growth-oriented organization where my abilities and knowledge will be optimally utilized. I am looking for a change seeding a challenging and environment that encourages continuous learning and creativity, provides exposure to new ideas while stimulating personal and professional growth

Work Experience

Cygnett Inn Paras, Dehradun (Unit Transfer)

Assistant Human Resource Manager **01st September 2021 to till date**
Pre-Opening Team Member

Job Profile

Recruitment:

- Recruitment of all level employees for Hotel Operations.
- Manpower planning. Working closely with all the departmental heads for developing effective manpower plans.
- Responsible for recruitment for the unit. The only point of contact for all recruitment related actions at the unit, which includes tapping the source of manpower, managing vacancies and filling job openings through effective utilization of job portals like LinkedIn.
- Conducting telephoning & Virtual interviews
- Conducting reference checks for certain crucial positions personally.
- Negotiating Compensation and preparing offer letters

Payroll & Benefits:

- Ensure the payroll processing is completed as per timelines set by the management for the smooth running of the monthly payroll.
- Salary and Wages administration, which includes Salary advice, Full & Final settlement
- Ensuring that salaries of all employees are in accordance to the minimum wages prescribed. Statutory & Compliances.
- Maintain Employee PF and ESIC record.

Exit & Final Settlements

- Handling of resignations & conducting Exit Interview.
- Analyze reason for exits and provide qualitative feedback to all concerned.

Employee Engagement & CSR Activities

- Taking care of the HR activity calendar and ensuring activities occur as planned monthly.
- Organizing events like NGO Visit, Drawing Competition, Screening of movie for employees, Festival Celebrations, Blood Donation Camp, Cleaning Drive, Town Hall, Fun Friday, Birthday Celebrations, etc.

Joining Formalities, Orientation, Induction & Other HR Operation work

- Ensuring induction sessions & joining formalities to be done as per brand standard.
- Responsible for drafting various letters like Offer Letter, Appointment Letter, Confirmation Letter, Experience Letter etc.
- Updating and documentation of personal files
- Assist all associates with proper uniforms, nametags, ID cards & Biometric.
- Ensuring compliance with all the joining formalities related to PF, ESIC, Investment Declaration, Mediclaim etc.
- Coordinating with bank for opening salary accounts and with Hospital/ Clinic for Medical check-up (Food Handlers).
- Performance Review Process
- Grievances settlements and counseling of employees.
- Develop and maintain a positive working relationship.
- Maintain the record of Contractual Staff and process their attendance & payment on timely.
- Maintain all register like Deduction, Fine, First Aid and Grievance Handling and departmental attendance (HR, IT/JT's & Admin), etc.
- Timely submission of corporate reports like monthly HR MIS report, Salary Sheet, Departmental Training Reports and other reports.
- City Salary Survey.
- Coordinate with HM Collages for Industrial / Job Trainee's.

**Holiday Inn, Chandigarh Panchkula
HR Associate**

02nd March 2015 – 31st March 2017

**Holiday Inn, Chandigarh Panchkula
HR Executive**

01st April 2017 – 04th March 2019

**Cygnett Resort Mountain Breeze, Nainital 09th March 2019 – 31st August 2021
Assistant Manager Human Resource (Pre-Opening Team Member)**

Training

- 42 Days Industrial Training on “Recruitment & Selection” from “Exicom Tele System Ltd.” Solan.
- Six Months Job Training in Human Resource Department from KC Hotel & Spa, Chandigarh Panchkula.
- Six Months Vocational Training in Human Resource Department from KC Hotel & Spa, Chandigarh Panchkula.

Educational Qualification

- MBA in ‘Human Resources’ from HP University (2010 – 2012).
- Graduate from HP University (2007 – 2010).
- Passed Senior Secondary Examination from HP Board in 2007
- Passed Secondary Examination from HP Board in 2005.

Computer Literacy

- Knowledge of MS Word, Ms Power Point, Ms Excel.
- Internet

Personal Details

- Father’s Name: Jai Singh
- Language Known: English, Hindi
- Marital Status: Single
- Nationality: India

I hereby declare that all the above information given is correct up to best of my knowledge.

Date:

Place:

Neelam Tomar