**Neha**

**E-Mail:** [**neha.271144@2freemail.com**](mailto:neha.271144@2freemail.com)

**Location: DUBAI, UAE**

**Objective**

To become an integral member of a growing organization whereby I could offer my full potential to the company and contribute meaningfully to the long term growth of the company.

**An Overview**

* A customer oriented, multitasking management professional with MBA degree in HR.
* Acquired knowledge & understanding of various subjects related to Human Resource Management and gained practical experience through internship undertaken.
* Possess an ability to create and build a harmonious relationship with people across all the hierarchical levels in the organization.
* Excellent Team player with strong analytical, leadership and problem solving skills.
* Ability to handle multiple tasks, with a bias for action and a genuine interest in personal & professional development.
* Capable to work in a dynamic environment and under difficult situations.
* An effective communicator with strong interpersonal, presentation and coordination skills.
* Ability to learn new concepts quickly.
* Been proactive and focused as a student and professional.

**Professional Experience**

**1.Paysquare Consultancy Ltd.**

**Designation:-**

**Executive – Payroll**

**Duration:-**

**Apr 2015 to June 2015**

**Responsibilities Held: –**

* Compile Payroll Information.
* Processing Payroll as per Paylogic.
* Process full cycle end-to-end payrolls including accurate salary data entry revised or changes in inputs, employee data maintenance and reconciliation of salary data and issues.
* Completing monthly reports, variance reports, manpower and MIS on time as committed to clients.
* Maintain filing of all data as per standard procedures.
* Maintaining files of all hard copies of input and reimbursements, IT declarations and actual investment proofs. At the end of the year, ensure all documents are filed properly and delivered to customer (except monthly payroll input).
* Manage statutory compliances for all client companies and co-ordinate the same with internal departments.
* Strictly adhere to all deadlines committed to clients.
* Be responsible to query resolution and ensure all queries are resolved. This includes queries through mail and issue base.
* All undelivered messages to be reported to Unit Leader immediately.
* Preparation of full and final settlements and ensure the same is checked.
* Calculate; prepare manual payments and employee disbursements.
* Ensure monthly checklist is prepared and sent to UM / TL for every account.
* Ensuring relevant payroll information is provided to other internal departments (eg. PF, PT, TDS).
* Ensure all files including F&F, Pay slip, tax sheets or any other document etc are sent to the right contact.

**2. CMC Ltd (TCS Ltd)**

**Designation:-**

**Citizen Service Executive**

**Duration:-**

**Jan 2014 to Jan 2015**

**Responsibilities Held: –**

* Documents verification related to Passport Application.
* To interact with Citizens.
* Handling Complex Cases of Passport Application
* To co-ordinate between Asst. Passport Officer & Applicants for Tatkaal Applications.
* Responsible for maintaining the Police Verification Reports in proper manner.
* Responsible for sending Daily Report.
* To give the proper training related to Passport Seva Project to new employees.
* Support to the Admin Department.
* Collecting the Daily Cash.

**Education**

**Highest Academic Qualification:-**

**MBA (Human Resource**) from Sinhgad Institute of Management, Pune University 2013

**Academic Qualification:-**

**B.C.S** from G. H. Raisoni Institute of IT, Nagpur, R.T.M.(Nagpur) University. 2010

**H.S.C.** from Pd. Baccharaj Vyas Vidyalay,Nagpur, Maharashtra Board. 2006

**S.S.C.** from Railway Men’s High School, Nagpur, Maharashtra Board. 2004

**Computer Knowledge**

* Proficient in basic use of MS Office (Word, Excel & PowerPoint) and Internet Applications.
* Operating Systems Windows 98, Windows XP, Windows 7.

**Summer Internship**

**Title :** Study of Recruitment and Selection Process

**Organization :** Abhijeet Group, Nagpur

**Overview**

* Involved in End to End Recruitment process which included Creating Databank of CV’S/ Resume’s, Sourcing CV’S, Searching for Talent pool/ Resources.
* Screening the resume from the various online portals & referrals
* Short-listing profiles as per requirement made by department Heads.
* Taking priliminary telephonic interview for checking communication skill.

**Functional Competencies**

* Customer Focus.
* Analytical Skills.
* Time Management.
* Flexibility/Adaptibility.

**Personality Traits**

* Strong Motivational and Leadership Skills.
* Effective Communication skills both written and verbal.
* Capable of handling stressful environment and can work under pressure.
* Assertive Approach.
* Ability to work in team as well as individual.

**Personal Details**

* Date of Birth :-27 Dec 1988
* Languages known :-English, Hindi, Marathi
* Marital status :-Married