

Neenu Anil Pathiyala

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Looking for career enrichment opportunities in Human Resource Management, Personnel Administration with an organization of repute

Professional Summary

- Over 4 years of experience with diversified business group with 300+ employees.
- Experience in managing modern HR system and maintain harmonious relations among employees.
- Proficiency in managing recruitment process including sourcing, screening and short-listing.
- Highly committed and focused approach towards work with a 'can do' and 'willing to learn attitude'. Good analytical skills and an active listener.
- Experience in conducting employee events for more than 500 people.
- Adept at handling day to day administrative activities.
- Seeking a challenging and successful career in HR that provides an opportunity to utilizing my experience, skills and abilities, and provides me professional growth.

Scholastic Credentials

2011	MPMIR-Master in Personnel Management and Industrial Relation, Jankidevi Bajaj Institute of Management Studies, (JDBIMS), Mumbai
2009	B.Com from South Gujarat University, Vapi

Organizational Experience

From August, 2019 till date working as Virtual Assistant for a new consultancy firm based in Navi Mumbai.

Following are the work done till date

- **Setting up of the business**
 - Shops & Establishment Registration
 - GST Registration
 - Digital Signature
- **Marketing & Development**
 - Setting up Domain and G suite accounts
 - Designing and building website
 - Designing Visiting cards
 - Designing Brochure
 - Registering in various sites for approaching new clients
 - Online accounting system
- **Job Profile**
 - Assisting the Proprietor
 - Making calls to clients
 - Follow up for pending cases

- Making presentations for clients
- Making travel arrangements
- Drafting letters as per requirement
- Updating the online accounting system (Zohobooks)
- Updating Proprietors profile with latest application to make it attractive for client

➤ **Recruitment(part of business)**

- Sourcing suitable clients
- Sourcing suitable candidates as per clients requirement
- Sourcing and screening CV's through various job portal and social sites
- Forwarding CV's for short listing
- Making calls to shortlisted candidates for basic screening process
- Making arrangements for interview/ Skype calls
- Follow up with clients

From November, 2014 till September,2016 with Saurer Textiles Solutions Pvt Ltd, Lower Parel, Mumbai as HR Executive (On third party payroll)

Recruitment:

Sourcing candidates (through consultants/ vendors)
 Screening of CVs based on the job requirements
 Scheduling Interviews

Post Recruitment:

Background verification check to be done before joining
 Preparing Employment Offer/ Appointment letter etc
 Employee record maintenance and up-dating employee record
 Confirmation process and letters/Bank letters etc

Training & Development:

Scheduling Training calendars
 Coordinating with the trainers (outsourced)
 Organizing the venue for the training

Compensation & Benefits:

Looking after employees PF
 Following up with the consultant for transfer/ withdrawal of PF

MIS:

Maintaining of Employee database
 Other reports based on request
 Maintaining Investment declarations of employees every year

Exit formalities:

Processing the clearance for full and final settlement.

From July, 2011 till January, 2014 with Arete Services Pvt Ltd, Vapi as HR Executive

Arete Services Pvt Ltd: Founded in 1990, Arete Services Pvt. Ltd. started its business journey with a single hotel. With an entrepreneurial spirit, courage, and business intellect, today we have carved our identity as one of the fastest growing business groups of Gujarat. Now, it's a diversified business groups which is into:

- **Hospitality: *ITC Fortune Hotel***
- **Real Estate**
- **Trading**
- **Retail**
- **Investments etc.**

Job Responsibilities:

Recruitment:

Sourcing candidates (through web portals, data bank, Head hunting, consultants)
Screening of CVs based on the job requirements
Conducting Interviews
Credentials verification of the identified candidates
Following-up of probation & confirmation.

Post Recruitment:

Preparing Employment Offer/ Appointment letter etc
Employee record maintenance and up-dating employee record
Generating monthly attendance reports for payroll.
Confirmation process and letters/Bank letters etc

Organization Development Interventions:

Birthday celebration of Employees
Planning and organizing cultural events (Annual Staff Day/Garba Evening etc)
Celebrating the Sports Activities (Indoor & Outdoor)
Facilitating the Blood donation camp

Training & Development:

Conduct induction training for all the new recruits.

Compensation & Benefits:

Maintaining and generating monthly reports for processing salary through timekeeping software
Renewing and updating the Mediclaim policies for all employees
Following up for pending Mediclaims if any

MIS:

Maintaining of Employee database
Leave Report for salary processing
Staff cafeteria cost reports
Employee engagement event reports

Mediclaime reports
Other reports based on request

Exit formalities:

Processing the clearance for full and final settlement.

Other Responsibilities:

From September 2012 till January 2014 I had also assisted Director of this company and my job responsibilities are:

- Updating his daily reports like Hotel room renovation progress/Budget etc
- Checking his mails and updating the same
- All companies insurance(General + Vehicle insurance) policies to be renewed
- Making lease agreements for company's rental flats
- Setting reminders & follow up with his clients for any dues or payments
- Making purchase order for any new asset to be purchased for company

Academic Projects

- **Concurrent field-work project** with Bombay Natural History Society (NGO)
Duration: 24 days
Description: A project with the HR/Personnel Department to get in-depth knowledge About Hr Functions
- **Year Long Project**
Topic: "Employee Satisfaction in Media Industry"

IT Credentials

- MS Word, MS Excel, MS Power Point and Basic Internet Applications.

Personal Details

Marital Status : Married
Date of birth : 13th February 1988
Languages known : Written: English, Hindi
Spoken: English, Hindi, Gujarati, Malayalam*
Hobbies : Craft Work, Travelling