



Nandini Dua

HUMAN RESOURCE PROFESSIONAL

To achieve excellence and be a part of a progressive organization that gives scope to enhance my knowledge, skill & Career



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Profile Summary:

Working with Hospitality Industry for 6+ years as HR Generalist I've gained experience in entire gamut of responsibilities for HR Department which includes Recruitment, Employee On boarding, Needs Assessment & Training, Joining& Exit Formalities, Statutory Compliance ,Employee Engagement & CSR Activities.

Work Experience:

July '2017 – till date Assistant Manager Human Resource

Jaypee Vasant Continental Hotel, New Delhi



Key Result Areas:

- ❖ Understanding the manpower requirements in consultation with the concerned Head of Departments and facilitating acquisition of talent from various sources.
- ❖ Manpower planning, HR Budgeting, planning and ensuring the right person at right job.
- ❖ Relationship Management with Academic Institutions & Consultants for hiring Candidates/ Trainees; Campus drive etc.
- ❖ Screening candidates- Communication check, Collecting Details like compensation, notices period.
- ❖ Pre-offer follow ups & Post-offer Follow ups
- ❖ Employee On boarding, Joining Formalities, Documentation.
- ❖ To Monitor the Induction Program for New Joiners.
- ❖ Taking care of Employees Grievance handling& Retention.
- ❖ Handle welfare & employee engagement activities to increase productivity & enhance motivation.
- ❖ Regulate Internal Complaints Committee (ICC) & various other committees including Food Committee and Grooming Committee.



Previous Experience

July'2016 – July 2017:- Assistant Manager Human Resource

Welgrow Hotel Concepts Pvt. Ltd, New Delhi (*Restaurant Chain*)

WELGROW GROUP

Key Result Areas:

- ❖ Manpower Budgeted Planning.
- ❖ To keep Track on Vacancies & ensure they are filled in stipulated time using Cost Efficient Method.
- ❖ To determine the appropriate compensation structure using market Trends.
- ❖ Short listing the Resumes Taking Initial round of interviews, Documentation.
- ❖ Recruiting & Staffing through Naukri portals, LinkedIn, Employee referral, Consultancies, networking.
- ❖ Employee On boarding, development, needs assessment & training.
- ❖ To Monitor the Induction Program for New Joiners.
- ❖ Payroll, Joining& Exit Formalities till Full & Final.
- ❖ Coordinating with the consultants for Monthly PF & ESI Challans
- ❖ Taking care of Employees Grievance handling& Retention.
- ❖ Maintaining the Attendance & Leave Balance Record of Employees.
- ❖ Taking care of Employee Engagement Activities.



Previous Experience

February 2014 to July 2016 - Human Resource Executive

Fortune Select Global, Hotel (ITC), Gurgaon

FORTUNE
Member ITC's hotel group

Key Result Areas:

- ❖ Taking Initial round of interviews, Documentation.
- ❖ Recruiting & Staffing through Naukri portals, employee referral
- ❖ Employee On boarding, development, needs assessment & training
- ❖ Maintaining the Attendance & Leave Balance Record of Employees.
- ❖ Compensation & benefits administration.
- ❖ Payroll, PF, ESI. Joining& Exit Formalities till Full & Final(IDS Software)
- ❖ Employee relations
- ❖ Company-wide committee facilitation
- ❖ Taking care of Employee Engagement Activities.

Internship Experience

April 2013 – June 2013

HR Trainee



Oberoi Reservations Centre (Oberoi Group), New Delhi

Key Result Areas:

- ❖ Recruitment of Training, Reservation & Senior Reservation Associates
- ❖ Taking Initial round of interviews, Documentation.
- ❖ Completed three full batches of recruitment cycle each consisting of recruiting 35 employees
- ❖ Maintaining & sharing employee database
- ❖ Initiated Employee Engagement Activities in the company, the first of its kind
- ❖ Sole organizers of movie nights, sports meet awards etc.



Achievements:

- ❖ Organized, “**Talent Management Conclave 2012 – From Text Book Jargon to Reality**” on December 14, 2012
- ❖ Silver Medalist in Tug of war in the Synergy annual festival held in Apeejay School of Management
- ❖ Organized, **Mini Marathon** under the aegis of Apeejay School of Management, Dwarka in November 2012
- ❖ Attained second position in 100 Mt. & 200 Mt. race organized by Cambridge Public School
- ❖ Got Appreciation certificate for Making Arrangements of Employee Engagement Activities on Diwali & New Year’s Celebrations.
- ❖ Members of Cafeteria Committee & Employees Welfare Committee at Fortune Select Global Hotel.



Education:

- ❖ Post Graduate Diploma in Management from Apeejay School of Management, 2012-2014
- ❖ B.A(Insurance) from Ram Lal Anand College, Delhi University in 2008-2011
- ❖ XII-CBSE Board from Cambridge Public School in 2007-2008
- ❖ X- CBSE Board from Cambridge Public School in 2005-2006

Date:

(NANDINI DUA)