

NEHA TAILOR

Address: Jaipur, Rajasthan- 302021
Phone: +91-9782179670
Email: nehatailor241@gmail.com
Website: www.linkedin.com/in/nehatailor241

SUMMARY

Expertise in HR management for more than 3 years. Team building, communication, and leadership skills help me find ways for possible solutions in crucial decisions.

WORK EXPERIENCE

HR Executive | Mobzway Technologies **Sep 2021 - Present**

- Develop and implement HR strategies, systems, tactics, procedures across the organization and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the end to end recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Nurture a positive working environment.
- Assess training needs to apply and monitor training programs.

Virtual Associate(Contractual) | Amazon **Sep 2020 - Feb 2021**

- Grievance management of customers via voice process.
- Account search and rescue management.
- Prepared documentation and follow up on open cases.
- Decision-making for solving the issues without distraction.
- Account handling for security or theft cases.
- Grammatically correct, concise, and accurate written & verbal response.
- Worked successfully in a team environment as well as independently.

Project Engineer | Solar 91 Cleantech Pvt Ltd **Sep 2019 - Jun 2020**

- Operation and Maintenance.
- Maintained records of all Solar plants.
- Interaction with clients for proper generation.
- Handled vendors for faulty equipment and further resolutions.
- Maintained record of CV's and interviewed for the first phase of selection process.

Yuva Prerak-Apprenticeship | Planning Commission, Govt. of Rajasthan **Sep 2017 - Dec 2018**

- Conducted development dialogues and campaigning in schools and colleges.
- Monitoring all govt schemes and spread awareness in urban and rural areas.

EDUCATION

MBA in Human Resources **2021**

B.tech in Electrical Engineering **2017**

ADDITIONAL INFORMATION

- **Skills:** Recruitment and hiring, Strategy development, Compensation and benefits, Employee retention, Effective motivator, Great employee management, Specializes in risk analysis & mitigation skills
- **Languages:** English, Hindi.
- **Awards/Activities:** Actively participated in the "Intercollege Fest" in diversified events i.e. Sports, LAN gaming, group dance.