

MONIKA MAMTANI

HR PROFESSIONAL

 +91-9826350901

 monikamamtani4@gmail.com

 www.linkedin.com/in/hr-monika-mamtani

PROFILE

I am a Human Resources Professional with more than 3 years of experience in recruitment, program implementation, technical systems, and employee analytics.

SKILLS

- Recruitment & Selection
- Training & Development
- Employee Engagement
- Payroll
- Negotiation Skill
- Communication
- Client Management
- Canva

EDUCATION

BACHELOR OF COMMERCE

I.L.V.A College

2015 - 2018

MASTERS OF BUSINESS ADMINISTRATION IN (HR)

Maharaja Ranjit Singh College

2018 - 2020

PERSONAL DETAILS

Father's Name- Mr. Ramesh

Gender- Female

Marital Status- Single

Language Known- Hindi & English

EXPERIENCE

HR GENERALIST

Mono InfoTech Company

March 2022 - Present

- Identifying requirements
- Mapping Job description & Job analysis according to office requirements
- Responsible for Recruitment life-cycle
- Sourcing CV's from different sources (Consultancies, Job Portals, Social Networking websites, and References) and conducting preliminary screening & taking initial interviews, salary negotiations, etc.
- Joining and exiting formalities
- Facilitating smooth work culture & enforcing discipline
- Maintaining & tracking attendance, leaves, and LOP for all employees (On-roll & Off-roll) as per policy
- Addressed daily employee concerns and issues
- Initiate the training and other developmental activities for the team
- Employee engagement activities
- Managing Payroll of all the employees

HR & EQUITY DEALER

Malwa Financial Services

July 2021 - Feb 2022

- I had to execute trade on behalf of clients on software
- Scheduled & Conducted Interviews
- Made Incentives
- Employee Engagement & Attendance Management