

NEHA GANGAL

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Professional Summary

Highly skilled in aligning HR policies with business objectives, **a results-driven HR professional who can efficiently manage all HR and administrative functions of a company without increasing costs.** Ensuring seamless policy implementation with minimal resistance. Expert in managing employee expectations, resolving conflicts tactfully, and fostering a compliant and cooperative workplace environment that supports organizational goals. Demonstrated success in reducing staffing costs and hiring time by implementing efficient recruitment strategies and streamlining onboarding processes. Adept at resolving workplace conflicts amicably, ensuring employees comply with company policies while safeguarding the organization from legal risks and disputes. Skilled at managing company culture-related issues by acting as a mediator rather than enforcing rigid SOPs, ensuring smooth workplace dynamics while prioritizing business objectives.

Certified holistic practitioner in NLP, Clinical Hypnotherapist, and Reiki Healer with 13 years of experience in Human Resources. Proven ability to drive HR strategies, optimize talent acquisition, and enhance organizational culture. Strong expertise in leveraging NLP for effective communication, conflict resolution, and leadership coaching. Skilled in utilizing Clinical Hypnotherapy, EFT, and Reiki Healing techniques to support employee well-being, stress management, and workplace wellness initiatives. Adept at managing recruitment, HR policies, and employee engagement while ensuring compliance with labour laws.

Key Skills

- Talent Acquisition & Talent Management
- Employee Engagement & Retention
- HR Policy Development & Compliance
- Performance Management (PMS)
- Payroll & Benefits Administration
- HRIS & Data Management
- Training & Development
- Client & Stakeholder Management
- Workplace Wellness & Employee Well-being
- Leadership Coaching & Conflict Resolution
- Change Management & Policy Enforcement
- Conflict Resolution & Employee Compliance Strategies
- Cultural Mediation & Workplace Relationship Management
- Cost-Effective Hiring & Onboarding Strategies
- Process Optimization
- Employee Relations & Legal Risk Mitigation

Professional Experience

Arkisol Inc Pvt Ltd – IT Services & Consulting (April 2024 – Nov 2024)

- Managed client relationships and staffing needs for IT roles, specializing in contract staffing.
- Led end-to-end recruitment for Data Science, Machine Learning, and Full Stack Development positions.
- Drove client acquisition across India and the US through research-based outreach.
- Assisted in accounts and billing cycle management, ensuring streamlined reporting.
- Implemented HR policies that aligned with management directives while effectively managing employee expectations to maintain workplace harmony.
- Reduced hiring costs by optimizing sourcing strategies and negotiating vendor agreements.
- Decreased onboarding time by streamlining documentation and training processes.
- Successfully mediated employee disputes, resolving conflicts through dialogue while ensuring compliance with company policies and legal standards.

Aionomy Interactive Pvt Ltd – AI-driven Digital Marketing (Sept 2023 – April 2024)

- Designed HR policies and budgets aligned with business goals.
- Managed recruitment, onboarding, and employee lifecycle processes.
- Developed performance appraisal systems and employee engagement initiatives.
- Ensured HRIS record-keeping and statutory compliance.
- Led employee development programs and grievance resolution efforts, ensuring fair outcomes while prioritizing business needs.
- Effectively communicated organizational changes to employees, mitigating resistance and ensuring smooth transitions.
- Implemented recruitment automation tools to minimize time-to-hire and reduce recruitment costs.
- Resolved employee grievances efficiently through discussion and negotiation, preventing legal escalations and maintaining a stable work environment.

Southpark Restaurant W.L.L, Bahrain (June 2015 – Dec 2017)

- Developed HR strategies for a multinational workforce, ensuring compliance with Bahrain labour laws.
- Managed visa processing, payroll, and benefits administration.
- Led employee engagement, performance management, and grievance resolution.
- Ensured policy adherence and employee compliance with business objectives, reducing operational disruptions.
- Optimized workforce planning to cut down unnecessary hiring expenses and improve efficiency.
- Acted as a mediator between management and employees, ensuring disputes were settled amicably while prioritizing business interests.

Greeksoft Technologies Pvt Ltd, Mumbai (Jan 2014 – May 2015)

- Oversaw recruitment, onboarding, and talent retention initiatives.
- Implemented HR policies, performance management systems, and compliance processes.
- Acted as a bridge between employees and management, ensuring workforce compliance with corporate decisions while maintaining morale.
- Introduced innovative hiring techniques that reduced recruitment expenses while improving candidate quality.

Theorem India Pvt Ltd, Mysore (May 2011 – June 2012)

- Developed relationships with key vendors and partners, managing recruitment processes for various business functions.
- Conducted HR interviews, managed induction processes, and rolled out offer letters and employment contracts.
- Organized recruitment events, including walk-ins, campus drives, and skill-specific recruitment initiatives.
- Maintained detailed reports on recruitment activities, employee grievances, and other HR-related functions.

World IT Lab, A Division of Animika Studios Pvt Ltd, Mysore (Oct 2009 – May 2011)

- Designed and implemented policies for leave, time management, travel, and employee exit.
- Led the rollout of compensation and benefits strategies, including salary negotiation and rewards programs.
- Ensured all HR processes complied with internal and external regulations.

Kaizen4Front Technologies, Mysore (Feb 2008 – Jan 2009)

- Developed business with software/IT clients to fulfil staffing requirements and assist in student placements.
- Expanded talent pool through creative sourcing from job portals and referrals.
- Managed onboarding, orientation, and employee grievances.
- Oversaw time management of employees.

Task Staffing Solutions Pvt Ltd, Ahmedabad (Nov 2006 – Oct 2007)

- Recruited for major telecom clients like Hutch, Airtel, Tata Teleservices, and Reliance.
- Shortlisted candidates through job portals and referrals.
- Scheduled interviews, conducted salary discussions, and managed onboarding.

JTS Call Centre Training & Placement Services, Mysore (Jan 2004 – June 2006)

- Recruited trainers, counsellors, customer care associates, and administrators.
- Designed and implemented HR processes and policies.

- Conducted final interviews, rolled out offer letters, and managed onboarding.
 - Handled employee grievances and maintained reports.
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Key Achievements

- **Best Employee of the Month** (Nov 2011): Recognized for recruiting 60 candidates in a single month.
 - **Cost Reduction:** Successfully reduced staffing costs by implementing efficient recruitment strategies and negotiating vendor agreements.
 - **Process Optimization:** Decreased time-to-hire by 40% through automation and streamlining recruitment workflows.
 - **Conflict Resolution:** Effectively mediated and resolved multiple high-risk employee disputes, preventing potential legal escalations.
 - **Retention Strategy:** Designed and implemented initiatives that reduced attrition by 25% within a year, improving employee engagement.
 - **Onboarding Efficiency:** Developed and executed cost-effective onboarding programs that enhanced new hire productivity and reduced ramp-up time.
 - **Workplace Culture Enhancement:** Led various employee engagement programs, fostering a positive and high-performance work environment.
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Education & Certifications

- Bachelor of Business Management, Basudev Somani College, Mysore
 - Certified NLP Practitioner – Anil Thomas Fellowship
 - Certified Reiki Healer
 - Certified Naukri Recruiter
 - Pursuing Clinical Hypnotherapy (Level 3)
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Personal Details

- Languages: English, Hindi, Kannada
 - Interests: Reading, Healing, Clinical Hypnotherapy
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Additional Strengths

As an Indian mother, Neha has naturally developed exceptional multitasking, crisis management, and negotiation skills. She effortlessly balances diverse responsibilities, ensuring harmony in high-pressure situations—qualities that translate seamlessly into her HR expertise. Her ability to mediate conflicts, foster collaboration, and maintain a structured yet empathetic work environment makes her a valuable asset in people management and organizational culture.