

YOGITA CHAUHAN

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PROFESSIONAL SUMMARY

HR Operations professional with experience in employee lifecycle management, onboarding and offboarding processes, attendance management, and HR documentation. Skilled in coordinating payroll inputs, maintaining employee records, and supporting HR compliance processes. Professionally trained in HR Operations with knowledge of labor law basics including Shops & Establishment Act and CLRA. Seeking an HR Operations role to contribute to efficient HR processes and organizational support.

WORK EXPERIENCE

HR Executive – Countrywide Visas (Jan 2026 – Present)

- Managing end-to-end employee onboarding and offboarding processes ensuring smooth employee lifecycle management.
- Maintaining attendance and leave records and coordinating with departments for accurate updates.
- Handling employee documentation, file management, and HR database maintenance.
- Coordinating with IT and Accounts teams for payroll inputs and attendance validation.
- Supporting HR compliance documentation and maintaining operational HR records.
- Assisting in recruitment coordination and candidate communication.

Business Executive – Spectrum Talent Management Ltd. (Feb 2024 – Dec 2025)

- Acted as Helpdesk SPOC handling associate and client queries via calls and email.
- Coordinated with internal teams to resolve workforce and operational issues.
- Conducted initial client discussions regarding manpower proposals and service requirements.
- Prepared monthly and annual operational performance reports.
- Maintained workforce data and supported HR administrative activities.
- Professionally trained in HR Operations, Shops & Establishment Act, and CLRA compliance basics.

HR Recruitment Intern – RMW India (Mar 2023 – Jul 2023)

- Handled bulk hiring for educational and sales profiles.
- Sourced candidates through Naukri and LinkedIn portals.
- Conducted screening interviews and coordinated with hiring managers.
- Achieved recruitment targets within defined timelines.

CORE SKILLS

- HR Operations
- Employee Lifecycle Management
- Onboarding & Offboarding
- Attendance & Leave Management
- Payroll Coordination
- HR Documentation & Record Management
- Labor Law Basics (S&E; Act, CLRA)
- MS Excel & MS Office
- Recruitment Coordination
- HRMS & Workforce Data Management

EDUCATION

- B.A. (English Hons.) – Sharda University
- Class 12 – CBSE Board – 74.8%
- Class 10 – CBSE Board – 60%

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Yogita Chauhan