

TAMANA AHLAWAT

HR Generalist

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SUMMARY:

Experienced HR Generalist seeking to contribute extensive knowledge in human resources management, employee relations, and strategic planning to a progressive organization. Proven track record of implementing HR initiatives that improve employee satisfaction and organizational performance.

WORK EXPERIENCE:

Bodycraft Salon Spa & Clinic

Mar 2025 - Jan 2026

Cluster HR

Roles & Responsibilities:

- Design and manage Employee Reward & Recognition (R&R) programs to drive engagement, celebrate performance, and align recognition initiatives with organizational goals.
- Organize and lead employee appreciation activities, including events, campaigns, and communications to foster a positive and inclusive workplace culture.
- Handle end-to-end employee attendance tracking and payroll processing, ensuring timely and accurate salary disbursements in compliance with internal policies and statutory requirements.
- Manage reimbursement processes for employee outstation visits, including documentation verification, approval coordination, and timely fund disbursement.
- Maintain and update the HR expense tracker to monitor departmental budgets, ensure cost control, and support financial reporting.
- Conduct comprehensive employee induction and onboarding sessions & Hospitality training sessions ensuring new hires are well-integrated and informed about company policies, culture, and procedures.
- Address and resolve employee concerns and grievances with empathy and professionalism, ensuring timely solutions that align with company policies and promote employee satisfaction.
- Effectively managed and supported employees across multiple locations including Mumbai, Dehradun, Kanpur, Lucknow, and Gurgaon. Addressed employee concerns and grievances with empathy and professionalism, ensuring timely resolutions in alignment with company policies and standards.
- Support the employee appraisal process, including performance tracking, documentation, and communication between managers and staff.
- Maintain and update employee records and HR documentation, ensuring accuracy, confidentiality, and compliance with audit and legal standards.

HR Executive

Roles & Responsibilities:

- Addressed and resolved employee issues and conflicts, providing mediation when necessary.
- Maintained a positive work environment and ensured fair handling of employee grievances.
- Maintained accurate employee records and HR data, including attendance, performance, and payroll information.
- Identified factors affecting employee retention and implemented strategies to address them.
- Managed the onboarding process for new hires, including orientation programs and training sessions.

KEY SKILLS:

- Employee Lifecycle Management
- Employee Engagement & Retention
- Reward & Recognition Programs
- Performance Appraisal Coordination
- Employee Onboarding & Induction
- Employee Grievance Handling
- Exit & Offboarding Process
- Attendance Tracking
- Reimbursement & Travel Coordination
- Hotel & Travel Booking Management
- HR Documentation & Record Keeping
- HR Expense Tracking & Budgeting
- Communication & Empathy
- Team Building & Relationship Management
- Cultural Sensitivity & Inclusivity
- Employee Morale & Workplace Harmony

EDUCATION

Master of Business Administration Maharishi Dayanand University, Rohtak	Aug 2023 – Jul 2025
Master of Commerce Maharishi Dayanand University, Rohtak	Aug 2021 – Jul 2023
Bachelor of Commerce (Honours) Maharishi Dayanand University, Rohtak	Aug 2018 – Jul 2021
Certification 1 Year Diploma in Computer Applications from Hartron.	Mar 2021 – Apr 2022

DECLARATION:

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. Supporting documents can be furnished upon request.

DATE: