



Latika Chandela

Senior Executive Assistant

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Languages

English

Hindi

About

With a rich HR background, I excel in creating engaging customer experiences and managing dynamic team environments. Proficient in English and Hindi, my retail expertise spans client advising, styling, inventory control, and ensuring health and safety in fast-paced settings. Passionate about womenswear and beauty.

BRANDS WORKED WITH

DMI Finance Pvt. Ltd.

Experience

● Senior HR Executive

| May 2018 - Now

Job Responsibilities Delegate HR-related tasks and set objectives for team members, track employee growth, and monitor daily performance Develop and implement company policies and procedures that help promote a healthy and productive work environment Research staffing trends, establish systematic workflows, and recommend solutions to improve our company's recruitment practices Guide senior management on compliance-related matters and demonstrate your findings through virtual meetings and presentations Lead and coordinate onboarding for new hires, process probationary feedback, and manage employee evaluations and terminations

● HR Executive

DMI finance pvt. ltd. | Apr 2014 - Apr 2018

candidate interviews Coordinate logistics for new hire orientations and employee training sessions

- Promoted as a HR Executive From April 2014 to April 2018.

Job Responsibilities:

Design compensation and benefits packages Develop fair HR policies and ensure employees understand and comply with them Assess training needs and coordinate learning and development initiatives for all employees Manage employees' grievances Measure employee retention and turnover rates Oversee daily operations of the HR department

● HR Assistant

DMI finance pvt. ltd | Feb 2010 - Mar 2014

Job Responsibilities: Enter employment data into computer database Track and update hourly employee leaves of absence

● Intern

DMI Finance Pvt. Ltd. | Jan 2009 - Jan 2010

- Worked as an Intern in HR Department from January 2009 to January 2010.

Job Responsibilities:

- Update our internal databases with new employee information, including contact details and employment forms
- Schedule and confirm interviews with candidates
- Prepare HR-related reports as needed (like training budgets by department)
- Participate in organizing company events and careers days

Education & Training

- 2014 - 2020 ● **Indira Gandhi National Open University (IGNOU)**
Bachelor of Arts,
- 2006 - 2012 ● **National School of Open Learning (NIOS)**
10th,
- 2005 - 2023 ● **Schooling C.B.S.E**
12th Open,