



Greater Noida West, (U.P.) 

8840642549 

# SHIVANGI BAJPAI

[shivangibajpai434@gmail.com](mailto:shivangibajpai434@gmail.com) 

[LinkedIn-Shivangi Bajpai](#) 

**Human Resources Manager** with 3+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

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## Experience

AUGUST 2023 – PRESENT

### **Human Resources Manager/J K INDUSTRIES, Greater Noida**

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with all local, state, and federal labor regulations.

Manages schedules, organizes HR functions, and oversees daily operations of HR with 85+ employees. Hires, trains, and on-boards employees. Interfaces with IT and facilities to situate new employees in their work environment as efficiently and stress-free as possible. Renegotiate vendor contracts, implement office supplies inventory control, and standardize office ordering procedures. Overall responsibility of Payroll, Recruitment, Operations, Internal as well as Management of External Audits. etc.

NOVEMBER 2022 – JULY 2023

### **Human Resources Manager/Maantech Educations Pvt. Ltd., Noida**

Recruitment outreach to prospective employees. Bulk Hiring, Interviewing, On-boarding, Screening, Campus Recruitment, Administration, Employee Relationship Handling, Employee Performance Management, Engagement Activity, Team-Building Activity, Training and Development. Hires, trains, and on-boards employees. Interfaces with IT and facilities to situate new employees in their work environment as efficiently and stress-free as possible

FEBRUARY 2021 – OCTOBER 2022

### **Human Resources Associate/Hard Shell Technologies Pvt. Ltd., Noida**

Recruitment, screening, interviewing, and placing workers under PMKVY project. And also handle Employee-relations, Payroll, Benefit and Trainings, Employee Performance Management, Training and Development, Administration, Engagement Activities.

AUGUST 2020 – JANUARY 2021

Relationship Executive/**Olympiad Success.**, Gurgaon

Handling mock test. Handling B2B. Handling B2C. CRM

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## **Education**

MAY 2023

Masters of Business Administration/ **IIMT College of Engineering**, Greater Noida

JUNE 2020

Masters of Science/ **Babasaheb Bhimrao Ambedkar University**, Lucknow

AUGUST 2018

Bachelors of Science/ **Chatrapati Sahu Ji Maharaj University**, Kanpur

JUNE 2014

Intermediate/- 76%

JUNE 2012

High School/- 72%

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## **Skills**

- Communication skills.
- Strategic thinking.
- Leadership skills.
- Interpersonal skills and empathy.
- Organizational skills.
- Command of HR technology.
- Training and developmental skills.
- Negotiation.
- Employee Benefits.
- Retaining good Employees
- ERP Portal
- HRMS
- HRIS

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## **Activities**

Basketball • Gardening • Traveling • Dance • Fun Activities • Internet Surfing

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## **Personal Details**

Name	-	Shivangi Bajpai
Father's Name	-	Mr. R.K Bajpai
D.O.B	-	31/05/1998
Gender	-	Female
Languages	-	English, Hindi
Marital Status	-	Single
Nationality	-	Indian

## **Declaration**

- ✓ I hereby declare that all the information furnished above is true and to the best of my knowledge. If you give me a chance I can prove myself as an asset for your company.

Date –

Signature -