Shalini Rastogi

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rastogishalini.999@gmail.com

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| |  | | --- | | **Career Objective:** |  |  | | --- | | Seeking a position to utilize my skills and abilities and progressively learn in the industrial atmosphere that offers professional growth & exposure while being innovative and flexible. |  |  | | --- | | **Summary:** |  |  | | --- | | * 2.0 Years of experience as a HR Executive. * Understanding of recruitment, staffing, training, performance management, compensation, and benefits. * Managed all human resources issues, serving as primary human resources contact for employees globally. * In-depth understanding of diverse client needs and business methodologies. * Established record in effective organization and coordination of projects, special events, meetings and conferences. * Self-starter with proven competency in driving projects to successful completion coupled with commitment and dedication. * A diligent HR Professional experienced in Recruitment, Employee engagement and Performance management * Having high passion in the field of HR with the ability to learn and grasp new things faster * Hands-on experience in dealing with High level, Mid-level and Entry level requirements * Partnering between Employee and the business. * As a Human Resources professional engaged in the recruitment of new employees, which often involves placing ads, screening applicants, conducting interviews, and running background checks also conduct orientation and training, help identify and resolve workplace conflicts, and maintain employee records. |  |  | | --- | | **Professional Experience:** |      |  | | --- | | * Worked as **HR Manager** with **“DWPT AQUA SOLUTIONS PVT. LTD.”** from Apr 2016 – Mar 2017. * Worked as **HR Executive** with **“SYMPLOCOS SOLUTIONS LIMITED”** from Apr 2017 – Mar 2018. | |
| 03   |  | | --- | | **Academic Qualification:** |  |  |  |  |  | | --- | --- | --- | --- | | **Degree** | **Board / University** | **Year** | **Class/Division** | | MBA(HR & Finance) | C.S.J.M University, Kanpur | 2016 | First Division | | BCA | M.C.N.U.J.C, Bhopal | 2014 | First Division | | Intermediate | C.B.S.E Board | 2011 | Second Division | | High School | C.B.S.E Board | 2009 | First Division | |
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| |  | | --- | | **Core Competencies:** | |
| |  | | --- | | * Human Resources * Recruitment & Selection * Project Management * Performance Management * Payroll * Employee Relations * Policies & Procedures * Team Leadership * Team Motivation * Hiring * Interviewing | |
| |  | | --- | | **Trainings & Certifications:** |  |  | | --- | | * Training in Ethical Hacking * Two weeks training in M.S.M.E- DEVELOPMENT INSTITUTE, KANPUR. * Attended a National Seminar on "Inclusive Growth, Financial Literacy, Financial Inclusion and Financial Management” |  |  | | --- | | **Personal Skills:** |  |  | | --- | | * Specialization in Human Resource & Finance * Comprehensive problem solving abilities * Interacting with new peoples * Ability to deal with people swiftly * Great willingness to learn and hard working * Quick learning skills * Good communication skills * Flexible working as a team and can adapt to any working environment. | |
| |  | | --- | | **Software/Computer Proficiency:** |  |  |  | | --- | --- | | **Operating System** | Windows XP, Windows 7, Windows 8 | | **Tools** | MS Office, HRIS |  |  | | --- | | **Professional Synopsis:** |  |  | | --- | | **Organization:** Hindalco Industries Limited, Renukoot  **Project title:** Working Capital Management  **Project Duration:** 45 days. | |

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| **Personal Details:** |

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| **Name** | Shalini Rastogi |
| **Father’s Name** | Mr. Suresh Kumar Rastogi |
| **Date Of Birth** | 19th July 1994 |
| **Languages Known** | Hindi and English |

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| **Achievements:** |

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| * Organized many events for employees in the last organization. * Actively participated in decision making for employee welfare schemes. * Participated and Organized seminars and management events in college. |