


SHILVEE SHAH

HR EXECUTIVE

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PROFILE

Recruitment, onboarding, employee relations, policy implementation, record keeping, compliance handling and collaboration. Experienced and skilled in HR operations.

SKILLS

- Good with communication
- Team building
- Networking
- Leadership
- Interpersonal Skills
- Organizational Skills
- Conversion with Tally ERP-9
- Problem-Solving
- Technology & Presentation Skills

EXPERIENCE

HR EXECUTIVE

Yudiz Solutions Limited

May 2022 - Present

- Recruitment: Developing recruitment strategies, screening resumes, conducting interviews, and selecting candidates, Salary negotiation.
- Onboarding: Coordinating and facilitating the onboarding process for new hires, including paperwork, orientation, and training.
- Employee Relations: Handling employee concerns and grievances, resolving conflicts.
- Employee Record Keeping: Maintaining accurate and up-to-date employee records.
- Collaborating with Other Departments: Working closely with other departments to ensure that HR initiatives align with the overall strategic objectives of the organization.

TALENT ACQUISITION

iflair Web Technologies.

Feb 2022- May 2022

- Developing Recruitment Strategies: Identifying effective recruitment channels and developing recruitment strategies to attract top talent.
- Sourcing Candidates: Proactively sourcing candidates through various channels, such as social media, professional networks, referrals, and job fairs.

EDUCATION

MBA - HR SPECIALIST

CPIMR

2020-2022

BBA

L.J Institute of management

2017 - 2019