

# RESUME

## SHWETA THUKRAL

H.No. L5/503, SHAHEED UDHAM SINGH NAGAR,  
GALI NO 5, TARN TARAN ROAD, AMRITSAR-143001

Mob No: 9649883465

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### Career Summary:

Administrative support offering versatile office management skills, Strong planner and problem solver, who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

### Educational Qualification:

- M.B.A. passed from R.T.U. Jaipur in 2015.
- B.B.A. passed from R.U. Jaipur in 2013.
- 12th passed from C.B.S.E. Delhi in 2010.
- 10th passed from C.B.S.E. Delhi in 2008.

### Internship:

Internship with	Time Period	Project Title
REC New Delhi	45 Days	Recruitment and Selection

### Work Experience with:

- ❖ Currently working with Keshav Tea Co.(From January 2023 to till now) as HR Senior Executive

### Responsibilities

- **Recruitment & Selection:-** Coordinating different functions of recruitment, manpower planning, selection process & also in issuing offer & appointment letters, finalization salary structure and coordinating induction as well as placement, screening & conducting interviews & finalization the suitable candidate as per requirement from Reference.
- **Training & Development:-**Facilitating Induction, Training & Development Programs, coordinating employee's satisfaction surveys & various programs of compensation, rewards & employee's motivation.
- **Management of Administrative functions :**
  - 1-Security
  - 2-House keeping
  - 3-Pantry staff

- **Salary & Wages Administration:** -Monitoring all activities related to Salary & Wages Administration, Time office record (it's includes documentation of the new joiner, background verification, attendance and leaving monitoring, keeping records of employees special day), resolving quarries, reimbursement of salary related claims i.e. Conveyance, Telephone & other allowances.
  - **Performance Appraisal:**-Handling employee's performance appraisal system, confirmation & increments, periodically review on salary structure.
  - **Full & Final Settlement.**
- ❖ **2-year-6months (From May, 2016 to November, 2018) Experience with Shivalik Prints Ltd. as Assistant Welfare Officer.**

### **Responsibilities**

- Process new employees through the company orientation program which includes company Rules, regulation, culture, etc.
- Maintained Personal Files of New employees.
- Handling induction program for new employees like Health & Safeties, ESI & PF benefits, Awareness about Company policies.
- Maintain Database of new Join & Resign Employees.
- Generate UAN Number, ESI Number of new employees.
- Assisting to Seniors for handling the committees like `Anti-sexual Harassment Committee, Health & Safety Committee, Grievance Committee, Canteen Committee etc.
- Arranging various Training program like` PPE Training, Chemical Handling Training, Machine Safety Training, Environmental Safety Training, Waste handling Training, etc. According to Social Compliance norms and also provide the code of conduct Awareness of Buyers.
- Arranging high level management meeting `like Ergonomics Training & First AID Training.
- Prepare Offer Letter, Appointment Letter, Confirmation Letter, Relieving Letter etc.
- Support in HR engagement activities and compliance-related tasks.
- Responsible for the grievance resolution process.
- Employee retention and Employee attracting the best talent.

- ❖ **1-Year-2months (From February, 2015 to April, 2016) Experience with India Infoline Finance Ltd. Residency Branch Udaipur, Rajasthan as Relationship Manager.**

### **Responsibilities**

- Handling all the walking customers
- Maintains all the databases files
- Preparing daily reports
- Sales for Gold Loan, ICICI Prudential Insurance & Reliance Insurance.
- Daily Made follow up calls

## Expertise:

- Recruitment and selection, Training and development, Employee engagement, Grievance management, performance management, Administrative functions.
- Highly motivated with an ability to work independently and collectively to achieve objectives
- Enjoy challenging work environment.

## Co-Curricular Activity:

- Coordinator of Fashion show & chess.
- Participated in Sports & Culture Activities.
- Active participating in SAVE THE GIRL CHILD Marathon
- Active participating in SAFE AND CLEAN FARIDABAD Marathon.

## Personal Details:

- Name : ShwetaThukral
- Spouse's Name : Amneet Pal Singh
- D.O.B : 13/01/1991
- Gender : Female
- Marital Status : Married
- Languages Known : English, Hindi and Punjabi

## DECLARATION

I do here by declare that the particulars and facts stated here in above are true and complete to the best of my knowledge and belief.

***Place- Amritsar (Punjab),India***

***SHWETA THUKRAL***