



# Devika Shukla

## Human Resource Executive

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### Experience

September 2022 to May 2023

**Sr. Human Resource Executive**

**PeProp.Money (DASV Technology PVT. LTD).**

**Responsibilities-** Maintained records of Employees, induction and

Orientation process, and Making Joining Documents, rolling out offers and Appointments Letter and Salary Annexures . Maintained and Updated all office and employee records. Maintained and recorded all leave sickness and annual leave, Payroll , Working on improving employee relations for company benefit. Responsible for New employee documentation, Collaborated with the HR manager to ensure the completion of administrative tasks. Maintained laptop Inventory, Exit Formalities. Maintained physical and digital File.

Collaborated with new employee onboarding and ensured completion.

Implementing and maintaining HR Policies. Petty Cash maintenance.

**Jan 2021 to Aug 2022**

**Human Resource executive**

**Tekshapers Software Solution PVT. LTD**

**Responsibilities-** Responsible for Documentation and Onboarding.

Maintained physical and digital File. Attendance and Leaves . . Making Payroll .Responsible for Check attendance daily basis and following up with all employee Who makes a late mark. Scheduled interviews for candidates, Sent links, and follow-up with Candidates. Making appointment Letters and Salary Annexures.

**Internship-** I have Complete 3 Months Internship as a IT Recruiter.

### Education

- Master Of Business Administrator (2014 to 2016 Year)

### CAREER OBJECTIVE-

I Have over all 3 Year Experience as a Human Resource Executive and I am Seeking a role full permanent position in a Human Resource where my knowledge and Expertise be shared and enriched the progress of the organization to maintain high standards of work Orientation and overall relationships in the company .I have experience into IT And Non IT recruitment Also.

**SKILLS-** offer letter, Appointment Letter, Salary Annexure, Payroll, attendance, Petty cash, Recruitment, and Selection, Employee Relations, Employee Engagement, Organization development, Talent management, HR Strategy Development, HR Policy Development, Records Management, HR Administration, and Operations. IT Recruitment.

### Knowledge and

## Working Portals-

Naukri.com, Shine.com,  
LinkedIn, Monster, Indeed



Ashraya WA-83 Sector  
130, Noida, U.P



7084701244



Upadhyaydevika88942  
gmail.com



[linkedin.com/in/devika-shukla-9492401a9](https://www.linkedin.com/in/devika-shukla-9492401a9)

**Area of Interest:** HR  
Department , Payroll.  
Learn to new Talent.

**COMPUTER SKILLS:** MS  
Word, Excel, PowerPoint,  
Internet Savvy, etc

## **Strength Factor:**

- Sincere,
- hardworking,
- quality to manage  
organize,
- direct people to work  
for the organization.
- **Quick Learner**

Shubharti University.

- Bachlars of Commerce (2011 to 2014 Year)  
DeenDayal Upadhyay University
- Senior Secondary School U. P 2011  
Navals Academy
- High Secondary School U. P 2009  
Navals Academy

**Certifications:** CCC" Certificate from the National Institute of Electronics  
and Information Technology

(The organization enhanced my knowledge and skill by working on  
various activities like sourcing the candidates, telephonic screening,  
line up and follow up of the candidates, HR operation, HR admin, and  
Also HR Generalist work. I have to learn a lot of things at Every Step)

## **PERSONAL PROFILE**

Date of Birth: 08/08/1994

Marital status: Married

Gender: Female

Religion : Hindu

Nationality : Indian

DECLARATION I do hereby declare that the statements made in this  
document are true to the best of my knowledge and