

Shweta

Sector 49, Gurugram

Haryana – 122018

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Summary:

- HR Professional having more than 5 years extensive experience in Talent Acquisition/Sourcing, Payroll Management team – handling and client management.
- Employment Relation, Grievances handling of employees in case of attendance, salary payment, leave etc.
- Experience on sourcing IT and Non- IT candidates (Civil Engineer, MEP Engineer, Draughtmen, HVAC Engineer, Accountant, Legal Associate, CA, Digital Marketing Manager, Frontend Developer, Backend Developer, Interior Designer, SEO, Video Editor, Graphic Designer etc.)
- Proficient in recruiting techniques like Cold Calling, Social networking and Internet Tools.
- Demonstrated Joining Formalities of new joiners (Documentation process, BGV, Asset Allocation from concern department)
- Performing all activities of the recruitment process that includes sourcing, screening, mapping.
- Having very good knowledge and experience on IT Technologies and Domains.
- Recruited and Hired candidates in State and Out-Of-State for Contract, Contract-to-Hire and Permanent Placements for all IT and Non-IT positions for multiple Client companies.
- Effectively used job portals like Naukri.com, Indeed, Monster.com, LinkedIn etc.
- Assist in the end-to-end recruitment and selection process including posting jobs, sourcing.
- Involved in the process of Identifying talent pool and market availability and build a strong mechanism to support business requirements, identifying/creating new channels to ensure a market competitive cost per hire.
- Ability to work in a dynamic environment with multiple support and business.

Core Competencies:

- Talent Acquisition & Recruitment
- Client Coordination & Team Management
- IT & Non-IT Hiring (PAN India)
- Employee Onboarding & Induction
- Grievance Handling & HR Operations
- Interviewing & Candidate Evaluation
- Engagement Activities & Event Coordination
- Offer Negotiation & Documentation
- HRMS, Naukri, Indeed, LinkedIn, Monster, Job hai, Apna app, WorkIndia

Academic Qualification:

- MBA in HR from Maharishi Dayanand University, Rohtak

- B.com from Delhi University

Strengths:

- Can easily get adjusted to any kind of circumstances.
- Passion for learning and dynamic participant.
- Enthusiasm.

Professional Experience

HR Manager AT Aquila Tech Solutions Pvt. Ltd.

Aug 2024 – Present

- Managed end-to-end recruitment: sourcing, screening, interviews, and closures.
- Coordinated with hiring managers for JDs and manpower planning
- Ensure smooth onboarding by assisting new hires with joining formalities, verification, and document processing.
- Conduct orientation sessions for new employees, introducing them to company policies, culture, and expectations.
- Act as the primary point of contact for operators, addressing queries, grievances, and other operational issues.
- Organize engagement activities, team-building events, and regular check-ins to foster a collaborative work culture.
- Maintain effective communication with employees to enhance morale, motivation, and retention.
- Collaborate with supervisors and managers to identify and address any employee-related challenges

July 2022 – Aug 2024

Proprietor at NextGen Pro Services

- Delivered HR support, talent acquisition, and onboarding solutions.
- Assisted companies with hiring strategies, screening, and interview processes.
- Managed recruitment projects and client onboardings.

April 2019 – July 2022

HR Executive at Eastern Heritage

- To coordinate HOD for JD preparation & Manpower request form

- Browsing job portals i.e., Naukri.com, Indeed, Shine.com, Workindia & LinkedIn & our own database for the right candidate.
- Searching suitable candidates from job portal as per the requirement and taking telephonic and face to face interviews of the candidates.
- Shortlisting candidates after checking their working experience, qualification background, and working Skills (Screening of the Candidates).
- Conducting further rounds of interviews with the clients. Lining up candidates for interview.
- Finalization and Salary Negotiation.
- Joining Formalities of new joiners (Documentation process, BGV, Asset Allocation from concern department)
- Induction Process.
- Engagement Activities for employees
- Exit Formalities when employees want to leave the organization
- Employment Relation, Grievances handling of employees in case of attendance, salary payment, leave etc.

Personal Profile:

Name: Shweta

Father's Name: Mr. Surender

Date of Birth: 14-05-1999

Gender: Female

Nationality: Indian

Languages Known: English, Hindi

Current Address: Sector 49, Gurugram, Haryana - 122018

Declaration:

I hereby affirm that the above information is true to the best of my knowledge.

(Shweta)