

SHIVANGI
Pratibha saree sale, Uttar Mohal, Robertsaganj,
district- Sonebhadra, Uttar Pradesh, 231216
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EDUCATION:-

IILM Academy of Learning, Lucknow, U.P

Jul 2019 – Jun 2021

- PGDM Programme From Finance and Marketing

Mahatma Gandhi Kashi Vidya pith, Varanasi, U.P

2014 - 2017

- Bachelor of Commerce

Institute Of Engineering and Rural Technology (Polytechnic) , Allahabad, U.P

2014 - 2016

- Management Diploma in Commercial Practice

Vimla Intermediate College, Roberts Ganj, U.P

2014

- Class XII

ST. Xavier's high school, Robertsganj, U.P

2012

- Class X

Skills and Certification:

- Digital Marketing & Cloud Computing By Digi Path
- Certification in **badmintons doubles** at college sport event Zeal.
- Certification in **Tally & Taxes workshop** Organized by IILM College, Lucknow.
- Computer skill- Proficient in MS Office
- Worked on SAP
- Other skill- Team Management, Organizational skills, Good Communication, Ready to take responsibility

Work Experience: -

CP Milk & food Products Private Limited

Assistant Manager- HRBP Sales Admin

Mar 2025 - Present

- Fulfill Manpower Requirement in Sales Team.
- Coordinate with the vendors for the sourcing part for the requirement
- Planning for Monthly Incentive for All channels
- Daily Attendance check
- Initiate R&R and Townhalls
- Scheduling monthly and Weekly training for sales employees
- Review monthly Performance of the Executive

Tata Capital Limited, Lucknow, UP

Sr. Executive HR (Promoted from Apr'24 - Present)

Tata Capital Financial Services, Lucknow, U.P

Sep 2022- Mar 2024

HR Executive

CRE Hiring & Manpower Budget

- Interview and selecting the right candidate to be on boarded on CSE/ Vendor Payroll.
- Monitoring, reporting and controlling the recruitment and other HR vendor cost.
- Monitoring and reporting headcount.

Business requirement

- Escalation from the region/state.
- Visit to the dealer shop.
- Connecting with CRE's
- Addressing salary queries

Disciplinary Action

- Ensuring the Disciplinary action letters are issued on time for Onrolls & Offrolls
- Maintaining the MIS for the Disciplinary action for onrolls & offrolls

Audit

- Ensuring to provide the correct and accurate data for Audit on time.
- Revert to the Audit Team on the time

Training and Development

- Taking 2 sessions during the year.

HR Operations and Process Management

Apex Service, Lucknow, U.P

HR Operation Executive

Apr 2022 –Sep2022

- Working as a 3rd party of Accenture
- Verification Process of New joiner's Documents
- Working on the Candidate's Documents For the On Boarding Process
- Releasing an Offer letter
- Releasing the Deployments letter
- Monthly MIS

Vitana health Care, Lucknow, U.P

Nov2021- Feb 2022

HR Recruiter (North Carolina, US)

- Posting Jobs on Indeed
- Taking an interview of US candidates over the phone call
- Sourcing of Candidates on Indeed
- Checking all the Certificates, Work license and other documents of candidate which is required in USA to do job
- Submit the candidature of candidates to the client
- Doing Sourcing of candidates for the job of Candidate on Career Builder.
- Resume formatting

MI Group, (Real Estate) Lucknow

April2021 - Oct2021

Assistant Sales Manager

- Dealing with the customer.
- Explain to clients about our project (Flats).
- Achieving the monthly sales target.
- Analyzing the competitors in the market
- Organizing the meetings between clients and find out their need regarding flats and solve them.
- Making monthly reports and PPT.

TATA Motors, Lucknow , U.P

Sep2016- Sep2017

Assembly line- 3, Supply & Inspection

Diploma Engineer Trainee

- Collecting data on SAP (vehicle's Roll out, Dynamo meter , Booked vehicle, Defectives, supply)
- Float report
- Update work activity, progress report
- Fulfill the labor's need regarding of work

Extramarks Education Pvt. Ltd (internship), Mumbai

May2020 - Aug2020

- Calling to customers for buy our study planning.
- Explain all the planning.
- Giving the task to students.

- Conduct meetings between parents and our mentor.
- Making payments by parents.

LIVE PROJECT:-

Future Retail (Big Bazar), Saharaganj, Lucknow
Trainee

2019

- Customer dealing & understanding different type of product in FMCG Sector