

MADHVI SAHU

HR EXECUTIVE

Bhopal M.P | 8770609971 | sahumadhvi35@gmail.com

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CAREER OBJECTIVE

Resourceful human resources executive focused on employee training and onboarding. Talent for turning around flagging operations and providing growth-oriented leadership. Excellent record of workforce development and strategic hiring for key positions.

SKILLS

- Jira
- Agile / Scrum
- Nagari Maestro
- SAP HCM
- Indeed
- ATS
- Microsoft Suite
- Airtable
- Freshteam
- Confluence
- Thunderbird
- Slack
- SHRM-CP
- DCA
- Tally ERP. 09
- Generative AI
- Employee Relations
- Labor negotiations
- Compensation Structuring
- Payroll coordination
- Staff compensation
- Recruitment Strategies
- Succession Planning
- Performance Appraisal
- Retention Strategies
- Benefits programs
- Training development
- Background Checks

EXPERIENCE

03/2024 - Current

Human Resource Executive Quest Global Technologies

- Execute end-to-end recruitment processes, including job postings, sourcing candidates, screening resumes, conducting interviews, and extending offers
- Handling recruitment channels, including job boards, social media platforms, networking events, and employee referrals, to identify and engage potential candidates
- Also coordinate and schedule interviews, assessments, and other selection activities efficiently, ensuring a positive candidate experience throughout the recruitment process
- Use to Conduct background checks and reference checks for selected candidates to ensure their suitability for employment
- Support HR operations, including but not limited to onboarding new hires, managing employee records, updating HR databases, and handling employee inquiries
- Assist in developing and implementing HR policies, procedures, and best practices to enhance organizational effectiveness and compliance with

employment laws and regulations

- Provide administrative support to the HR department, such as preparing employment contracts, letters, and other HR-related documents
- Collaborate with cross-functional teams to address recruitment and HR-related issues and contribute to the overall success of HR initiatives
- Checking and Monitoring the attendance of the employees
- Also handling salary sheet calculation

04/2023 - 10/2023

HR Trainee

Aleat Solutions Pvt. Ltd. - Jaipur

- Managed recruitment cycle
- Took telephonic interview of candidates for non technical and technical domain
- Worked on software like freshteam, Airtable, Naukari.com
- Knowledge of documentation work in HR domain
- Planned campus drive placement on behalf of company
- Managed full recruitment cycle for fundraiser team and social media marketing team and Sales & Marketing team to keep these teams fully staffed
- Cold called and coordinated with 30+ candidates for the hiring process
- Took Interviews of 20+ candidates

05/2022 - 07/2022

HR Recruiter

Anaxee Digital Runner Pvt Ltd. - Indore

02/2022 - 04/2022

HR Intern

Aashman Foundation

- Handling end-to-end recruitment cycle
- Working on various technical and Non Technical Profile
- Working on various Job Boards
- Handling documentation work into the Organization
- Doing Onboarding process into the Organization
- Preparing Job Description for various Job Openings
- Working on various software like : Confluence, HRMS, Thunderbird, Microsoft Suite, ATS
- Also doing work related to the employee Background verification also
- Preparing the events employee and social work into the organization
- Doing the Campus Recruitment
- Handling the Attendance Part in the Organization
- Doing the full and Final Settlement of the employee and doing the exist formalities

EDUCATIONAL HISTORY

07/2023

Master in Business Administration: HR / Marketing

Sant Hirdaram Institute of Management - Bhopal, M.P

GPA: First

01/2021

Bachelor in Commerce

Government Geetanjali Girls P.G Autonomous College - Bhopal

GPA: First

01/2018

12th: Commerce

Fr .Angel High secondary School - Bhopal

GPA: First

CERTIFICATIONS

- Senior Professional in Human Resources (SPHR) - HR Certification Institute.
- SAP HCM Course
- SHRM Certified Professional (SHRM-CP) - Society for Human Resource Management.
- Professional in Human Resources (PHR) - HR Certification Institute.
- Jira Certification course, Great Learning, 2022
- Certificates Programs in Banking, Finance, and Insurance, Bajaj Finserv, 2022
- E-commerce and Online Banking, RCV Noronha Academy of Administration and Management, 2021
- The fundamentals in Digital Marketing, Google, 2020
- Diploma in Computer Application, Bright Future, 2018
- Tally ERP .09, Bright Future, 2018

PERSONAL INFORMATION

- Date of Birth: 06/24/02
- Gender: Female
- Nationality: Indian
- Marital Status: Single

LANGUAGES

English: First Language

Hindi:

C1

Advanced (C1)

English:

C2

Proficient (C2)

EXTRACURRICULAR ACTIVITIES

An active member of Cultural Club An active member of Young Indians