

SAKSHI SRIVASTAVA

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PROFILE

Experienced **HR Analyst** with **over 2 years** in the IT industry at **Nagarro**, skilled in managing monthly HR payroll processes. Passionate about leveraging analytical skills and industry knowledge to drive strategic human resources initiatives. Committed to continuous learning and growth in the **HR field**.

SKILLS

- MS Office
- PowerBi
- Attendance Management / Leave management
- Employee Engagement
- SAP HCM
- Payroll
- FnF/ F&F
- Query Handling
- SAP ERP
- Talent Acquisition / Recruitment - Naukri.com , LinkedIn

CERTIFICATIONS

- Human Resources Payroll
- Analyzing and Visualizing Data with Microsoft Power BI
- SAP Human Capital Management (HCM)- LinkedIn Learning
- SAP ERP Essential Training - LinkedIn Learning.
- HR Analytics using MS Excel for Human Resource Management- Certified by Udemy
- Financial Modeling and Valuation (beginners' level) - Certified by Internshala
- Digital Marketing (beginners' level)- Certified by Internshala.

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION- HR AND FINANCE

Maharaja Agrasen Institute of Technology,
GGSIPU
2020 - 2022 Delhi

BACHELOR OF BUSINESS ADMINISTRATION

Institute of Management Studies
2016 - 2019 Noida

EXPERIENCE

ANALYST

Nagarro Enterprise Service Pvt. Ltd.

2022 - Present

Gurugram

- Proficiently managed monthly **payroll data using MS Excel**, ensuring accurate data collection, calculation, and entry for employees and trainees.
- Utilized **Oracle HRIS** to generate and modify absence reports, improving payroll processing efficiency.
- Handled **daily final settlement (FnF) data**, managed leave balances, worked on **OneHRIS** portal.
- Implemented **salary hold procedures** for various staff categories with high negative leave balances, ensuring compliance and accurate financial reconciliation.
- Addressed complex **employee queries**, resolved leave errors, and maintained confidentiality, contributing to **effective payroll and leave management** policies.

HRM INTERN

Ifortis Worldwide

2021 - 2021

Ghaziabad

- Spearheaded **recruitment** efforts, refining strategies to attract top talent.
- Cultivated a **collaborative work culture** through innovative initiatives, enhancing productivity and retention.
- Ensured regulatory compliance and streamlined **HR operations** by meticulously **managing employee records**.

HR TRAINEE

Radisson Blu Marina Hotel

2018 - 2018

Delhi

- Expertly screened resumes and application forms for interns, ensuring strict alignment with organizational standards.
- Streamlined candidate **scheduling and follow-ups**, enhancing **recruitment efficiency** and candidate experience.
- Meticulously **maintained internal databases** and organized events to foster a collaborative workplace culture.