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# Shubham Shahapurkar

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LinkedIn: <https://www.linkedin.com/in/shubham-shahapurkar>

Results-driven HR professional with experience in HR operations, employee relations, compliance, and organizational development. Skilled in implementing HR systems, driving employee engagement, and ensuring statutory compliance. Passionate about fostering positive workplace cultures, enhancing employee satisfaction, and leveraging technology for strategic HR initiatives. Actively seeking roles focused on HR operations, organizational development, and employee engagement.

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## Professional Experience

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### Navkar Business Services (Mumbai) HR Executive

04/24 - 08/24

US Based Property Management company located in Mumbai, lower Parel

- Provided HR support, addressing issues and implementing solutions
- Organized Employee Engagement activities to boost morale
- Ensured compliance with employment laws and generated HR reports
- Streamlined recruitment processes with ATS software integration
- Managed end-to-end recruitment and grievance resolution
- Background Verification (BGV): Managed the background verification including candidate consent, verification of educational and employment history, reference checks, and ensuring compliance with legal and company standards.
- Developed departmental job descriptions in collaboration with management
- Conducted new employee orientations
- Administered HR department interviews
- Strengthened employee relations through understanding and solutions
- Managed full-cycle recruitment with innovative sourcing technique
- Implemented and administered HR software solutions
- Streamlined HR processes with advanced tech tools
- Stayed abreast of evolving HR technologies
- Showcased excellent communication, interpersonal, and problem-solving skills

### International Certification Services (Mumbai) Sr Human Resources Executive

07/22 - 11/23

Certification and Inspection body in Mumbai

- Maintained positive employee relations and effectively resolved workplace issues
- Drafted and designed comprehensive job descriptions
- Conducted employee inductions for seamless onboarding
- Collaborated with IT, admin, and finance departments for efficient issue resolution
- Sourced and screened candidates through various channels for talent acquisition
- Successfully organized in-house events in collaboration with admin
- Filled positions within the organization and developed a network of suitable candidates
- Coordinated walk-in interviews, recruitment drives, and networking activities in HR
- Conducted salary negotiations and diligently followed up with candidates
- Proficient in Applicant Tracking System (ATS) tools
- Standardized joining formalities process and coordinated with team for document verification and issuance of access cards

- Managed ESCI and PF portels
- Background Verification of the candidates.

**Phonepe (Innove Source) (Belgaum)**  
**Business Development Executive**

**11/20 - 09/21**

- Developed new revenue streams and increased profitability through strategic business development initiatives
- Collaborated with marketing departments to align strategies and drive client acquisition
- Created short and long-term strategic plans aligned with market demands
- Enhanced client satisfaction by evaluating service needs and implementing improvements
- Spearheaded proactive marketing initiatives and leveraged referral networks for business growth
- Formulated strategic and tactical plans to achieve key objectives effectively
- Led a team of six freelancer business developers to enhance client relationships

**Medvision Venture Pvt Ltd (Mumbai)**  
**Sr. Human Resources Generalist**

**01/17 - 10/20**

Medvision Venture Pvt Ltd specializes in consultancy for the certification of medical devices.

- Managed full-cycle hiring process: screening, interviewing, onboarding
- Crafted comprehensive job descriptions for diverse positions
- Ensured seamless onboarding for new employees
- Orchestrated employee engagement activities
- Identified training needs and coordinated programs
- Oversaw HR system maintenance and record accuracy
- Addressed grievances and resolved conflicts efficiently
- Enhanced employee engagement through focused initiatives
- Ensured compliance with labor laws and regulations
- Tracked and analyzed HR metrics for insights
- Managed end-to-end verification processes
- Aligned HR strategies with organizational goals

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## Education

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**Jain College of BBA,**  
**BBA**

**04/14 - 07/18**

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## Key Skills

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- AI Skills: ChatGPT, Jasper.ai, Writesonic, MidJourney, Copy.ai, Grammarly, OpenAI
- Automation Tools: Zapier, Notion AI, Slack AI
- Design Tools: Canva, Adobe Photoshop, Adobe Illustrator, Hootsuite, Buffer, Corel Draw
- Data Analysis: Advanced Excel, Copilot, Google Analytics
- Employee Relations: Proactive management for enhanced satisfaction
- Training & Development: Implemented programs to boost employee skills
- Engagement & Culture: Drove initiatives
- Talent Acquisition: Recruited 50+ top talents
- Conflict Resolution: Strong conflict resolution skills
- Effective Communication: Improved team communication
- Salary Negotiation: Successful negotiation of salary and benefits
- Compliance: Maintained 100% ESIC & EPF compliance
- Technology Integration: Spearheaded tech integration for efficiency

- Content Creation: Published engaging job posts on LinkedIn, managed follower base
- Community Building: Established and managed a 200+ member community
- Social Media Management
- Talent Attraction Content Creation
- Background Verification (BGV) of documents

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## Interests

- Creative Design: Graphic design, video, and photo editing.
- Community Building: Creating and fostering engaging communities.
- Sports & Outdoor Activities: Football and other outdoor games.
- Technology & Innovation: Exploring AI, ChatGPT, and emerging tech tools.
- Arts & Creativity: Photography, painting, and visual storytelling.
- Strategy & Gaming: Strategic thinking through games like FIFA, CoC, and chess.
- Travel & Exploration: Discovering new cultures and experiences.
- Content Creation: Crafting impactful LinkedIn content and building professional networks.