

**ANIKET SHASTRI**

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Location: India

**SUMMARY**

Human Resource Executive with 3+ years of experience handling recruitment, onboarding, performance management coordination, employee engagement, payroll inputs, and HR documentation. Skilled in managing end-to-end hiring cycles, conducting induction sessions, preparing HR reports, and ensuring smooth HR operations. Known for professionalism, strong follow-up abilities, accuracy in HR data management, and high employee service orientation.

**EXPERIENCE****HR Executive – Prism Infotech (2021 – Present)**

- Managed hiring for junior and mid-level roles across IT and non-IT departments.
- Conducted preliminary screening, interviews, and coordinated managerial interview rounds.
- Handled onboarding including offer letters, background verification, ID card creation, and orientation.
- Assisted in developing KRAs, performance appraisal cycles, and employee feedback collection.
- Prepared monthly HR reports including attendance, leave summary, and employee master updates.
- Collaborated with finance for payroll inputs, salary deductions, overtime, and leave adjustments.
- Participated in employee grievance handling and ensured timely resolution.
- Organized training programs, skill enhancement sessions, and team engagement activities.

**ACHIEVEMENTS**

- Reduced hiring TAT by 30% through streamlined screening process.
- Successfully coordinated company-wide performance appraisal cycle for 200+ employees.

**EDUCATION**

MBA – HR (2021)

BBA – Management (2019)

**SKILLS**

Recruitment, Onboarding, HRMS, Performance Management, Payroll Coordination, Employee Relations, Excel (VLOOKUP, Pivot Tables), Documentation, Training Coordination, Confidential Record Handling

**DECLARATION**

I declare that the information provided is accurate.