

# ARCHANA SHUKLA

## SENIOR HR EXECUTIVE

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📍 Mumbai, Maharashtra

### PROFILE ME

With 6 years of cross-functional expertise spanning Operations, Human Resources, Client/Customer Service, and Banking, I've fostered strong client relationships, sourced talent, and excelled in onboarding and query resolution. My interpersonal finesse, combined with a goal-oriented approach, has consistently achieved targets and led effective teams. As a Human Resources leader, I blend business understanding with creative leadership, enhancing efficiency, meeting budgets, and driving revenue. I now seek a challenging role to leverage these strengths, contributing to growth through strategic relationship-building and operational optimization.

### WORK EXPERIENCE

#### SR HR EXECUTIVE - DBS BANK (AMS), FROM SEP 2022 – TILL DATE

- End to end recruitment for the Bank (Pan India)
- Sourcing candidates for Junior, Mid to senior & Managerial Level Management.
- Sourcing, Screening, and short listing resumes through job portals, database, and candidate reference according to the requirements and publishing job internally.
- Interacting with Stakeholder to understand the requirements and deliver the same in given period of time.
- Collecting documents from Employees.
- Making OMT and preparing offer letter.
- Initiating Pre employment checks

#### HR EXECUTIVE (SCYMES SERVICES PVT LTD. FROM DEC 2019 –SEP 2022) (CLIENTS – INDIAN AND MNC BANKS, NBFC, IT COMPANIES)

##### Recruitment & Onboarding

- End to end recruitment for the companies like NBFC, BFSI, IT, Manufacturing (Pan India)
- Sourcing candidates for Junior, Mid to senior & Managerial Level Management.
- Sourcing, Screening, and short listing resumes through job portals, database and candidate reference according to the requirements.
- Preparing interview schedules for the short-listed candidates.
- Conducting telephone and Personal interviews in coordination with department heads.
- Salary Negotiation
- Preparing letters like offer letter, appointment letter.

##### HR Administration & Payroll

- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Letters: increment letter, Absenteeism notice, warning letter, experience certificate, relieving letter, etc.
- Preparing Payroll file, Salary Calculations, Handling Compliances

##### Employee Engagement

- Celebrations - Diwali, Ganpati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome- mail policy to all new joiners, Initiated regular Birthday mailers, Saturday sessions & celebration policy

## HR EXECUTIVE (CRP RISK MANAGEMENT AUGUST 2018- AUGUST 2019)

- Recruitment Pan India.
- On boarding
- Issuance of letters
- Documentations
- Exit Management

## HR ASSISTANT (VASU CHEMICALS NOV 2017 – MAY 2018)

- Offer / Experience letter Generation
- Documentation
- Maintaining Employee Masterfile
- Preparing / Sending documents for making GHI Card

## EDUCATION

2018	2016	2013	2011
<b>PGDM IN HUMAN RESOURCE</b>	<b>B. COM</b>	<b>H.S.C</b>	<b>S.S.C</b>
Welinkar's Institute of Management	Mumbai University	Maharashtra Board	Maharashtra Board

## SOFTWARE KNOWS

- Beeline
- Taleo
- Spine

## ADDITIONAL CERTIFICATES FROM TCS

TCSion Career Edge knockdown the lockdown Cultural & Email writing.

## DECLARATION:

I hereby declare that all the information provided above is true to best of my knowledge and believe.