

**SHIVA SATIYA**  
**91155-61009 | shivasatiya@gmail.com**

What I Believe Into?		Determination + Desire + Daring = Destiny		
WORK EXPERIENCE				
INDmoney	Talent Acquisition Executive January 2022 – June 2023 ( 5 months break in between)			
Roles & Responsibilities				
<ul style="list-style-type: none"><li>• Overseeing the end-to-end talent acquisition process for the assigned verticals</li><li>• Posting jobs, keeping track of the applications to filter prospects</li><li>• Took responsibility of mission critical positions</li><li>• Scaling up Teams</li><li>• Collecting feedbacks, sending compensation structure, issuing offer letters, updating trackers post offer letter release</li><li>• Pre-onboarding formalities, coordinating with candidates till joining</li><li>• Disseminating necessary information to the candidates before &amp; after joining</li></ul>				
Tata 1mg	Consultant - Human Resources		April 21 – July 2021	
Roles & Responsibilities				
<ul style="list-style-type: none"><li>• Understanding the hiring requirements from the stakeholders</li><li>• Sourcing resumes from various job portals, referring internal database, employee referrals etc.</li><li>• Initial screening of the candidates, understanding their competencies &amp; skill sets, making them understand the job role</li><li>• Scheduling &amp; coordinating with candidates for interview &amp; explaining them each &amp; every stage of interview</li><li>• Team member of covid vaccination hiring project</li></ul>				
ACADEMIC QUALIFICATIONS				
Year	Qualification	Institute		%
2017-2020	Bachelor of Law	Department of Laws, Chandigarh, Panjab University		60.4
2013-2014	PG Diploma in Marketing Management	GGDSD College, Chandigarh, Panjab University		74.6
2010-2013	Bachelor of Business Administration			69.95
2009-2010	Class XII (CBSE)	Gobindgarh Public School, Mandi Gobindgarh		85.4
2007-2008	Class X (CBSE)			71
AWARDS & ACHIEVEMENTS				
<ul style="list-style-type: none"><li>• Secured 7<sup>th</sup> University position in the Post Graduate Diploma in Marketing Management</li><li>• Bagged 3<sup>rd</sup> position &amp; also cash prize in the weekly blog writing competition organized by Law Sikho</li><li>• Won prizes in debate, declamation &amp; essay writing competition at school level</li></ul>				
CERTIFICATIONS	<ul style="list-style-type: none"><li>• Succession Planning – Linkedin Learning</li><li>• Employee Experience – Linkedin Learning</li><li>• Strategic Human Resources – Linkedin Learning</li><li>• Managing High Performers – Linkedin Learning</li><li>• Human Resources Foundations – Linkedin Learning</li><li>• Communicating Employee Rewards – Linkedin Learning</li><li>• 20 Questions to Improve Learning at Your Organization – Linkedin Learning</li><li>• Leveraging Your Transferable Skills to Drive Your Career – Linkedin Learning</li></ul>			
TRANSFERABLE SKILLS	Avid	Detailed Oriented	Critical Thinker	Interpersonal Skills
INTERESTS	Reading	Writing	Social Media	Mimicry
BLOG LINKS	<ul style="list-style-type: none"><li>• <a href="https://blog.ipleaders.in/right-to-property-in-india/">https://blog.ipleaders.in/right-to-property-in-india/</a></li><li>• <a href="https://blog.ipleaders.in/internal-aids-to-construction/">https://blog.ipleaders.in/internal-aids-to-construction/</a></li><li>• <a href="https://yourstory.com/mystory/117c28ad58-snippets-on-entrepreneurship">https://yourstory.com/mystory/117c28ad58-snippets-on-entrepreneurship</a></li></ul>			

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