

SHIVANGANI KUTHIALA

Human Resources Management professional

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CAREER SUMMARY

A hardworking individual, with a Bachelor's degree (BBA) and a Master's Degree (MBA) in Human Resources & Marketing. I endeavor to take up responsibilities and accomplish organizational goals whilst utilizing my skills to their maximum potential. I also aim to develop my personal skills & gain maximum knowledge during my tenure to make a significant contribution to the professional success of the Organization.

KEY STRENGTHS

- Identifying and solving Problems
- Managing Change
- Good presentation skills
- Effective communication skills
- Ability to Multitask
- Team facilitator

EXPERIENCE

Game App Studio – HR Executive

Feb 2021 (Current WFH)

Working as a HR Executive

Roles & Responsibilities

Design and Update job descriptions with hiring managers.

Sourcing potentials candidates from various portals like, Naukri.com, LinkedIn

Networking through industry contacts, social media, and referrals.

Screening the applicants to evaluate if they meet the position requirements

Handling company data

- 1.) Attendance Record
- 2.) Preparing Offer Letter
- 3.) Preparing Experience Letter
- 4.) Preparing Internship Certificates
- 5.) Handling Recruitment for IT Candidates
- 6.) Preparing Posters Online for Recruitment
- 7.) Handling Facebook Page and Instagram Page for Recruitment
- 8.) Searching Candidates and Taking Interviews.

Skill Labs – HR Recruiter (BSFI)

March 2020

Worked alongside a team of experts with industry experience and academic insights. Enabled client candidates to opt for a right course, appropriate campus, add on certificates, work on projects, assignments or an internship.

- Conducting Telephonic Interviews
- Analysis of Resumes and short-listing candidates for interviews
- Document Verification and Issuing Appointment Letters Accordingly

Complete Secure Solutions /HR Executive

Nov 2019 – Jan2020

Founded in 2013, a business conglomerate with diversified interest in Telecom, Insurance and Real Estate. Business interests in Diverse Areas including FMCG and are coming up with new ventures.

- Conducting Telephonic Interviews
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Harrison's Hydel Construction Co. Pvt.Ltd.Kullu/Mgmt.Probationer
May 2016–May2017

The organization aims to conduct business of constructing and operation and maintenance of Hydro Power Plants for generation and sale of Electricity produced. It is the first company in Himachal, which has commissioned a hydro power project of 5 MW capacity (Brahmganga Hydro Electric Project) in the state.

- Researched the fundamental elements of “Bhramganga” hydroelectric powerproject
- Daily Reporting of (contents of report) to ExecutiveDirector
- Provided project support for reporting, data entry, documentation and presentations.

Xiaomi India (Behalf of Teleperformance) / Technical Voice support)**Contract Base****(5Months) Work from home**

India's No. 1 smartphone brand and Chinese multinational electronics company founded in April 2010 and headquartered in Beijing. Xiaomi makes and invests in smartphones, mobile apps, laptops, home appliances, bags, shoes, consumer electronics, and many other products. Xiaomi is also the fourth company in the world after Apple, Samsung and Huawei to have self-developed mobile system-on-chip (SoC) capabilities.

- Resolve technical support to customer about Xiaomi product.
- Handle query of customer about new launch product.
- Report maintain and daily base record update.

EDUCATION**Thapar University, Punjab / MBA – Majors (HR & Marketing), Minors (IT)****July 2017 – May 2019****JAMES HOTEL, CHANDIGARH /MBAINTERN****May 2018 –June2018**

Research Attrition Rate in the organization and feedback findings into Employee Retention Strategies driving Employee Engagement.

- Researched Job Satisfaction index of employees
- Analyzed key components that influence the attrition of employees at the Hotel
- Examine employee engagement activities used by the organization to increase retention.

Himachal Pradesh University, H.P/BBA**July 2013 – June2016****THE OBEROI CECIL, SHIMLA /BBAINTERN****Jan 2015 – Feb2015**

- Research Human Resource functions
- Research the training and development procedures at the Hotel.
- Understand the recruitment and selection, compensation, Human resource planning etc.

JCT Ltd., SHIMLA / BBAPROJECTREPORT**May 2015 – June2015**

Research Performance Appraisal Processes in the organization

- To study and analyze the performance appraisal process and practices used by the company.
- To study the efficiency of system
- To analyze the employee attitude towards the present appraisal system.

School Name , H.P / HSC, Commerce, Kendriya Vidyalaya,CBSE,Shimla

May 2010

School Name , H.P / SSC, Laurate Public School,CBSE,Shimla

May 2013

CERTIFICATIONS AND ACHIEVEMENTS

- Certificate for participation in the Environment cell activities – Issued by St. Bede's college, Shimla in2016
- Info edge Certification of competency in computing – Issued by NIIT in2012
- Certificate of appreciation for volunteer contribution for the welfare of needy children – Issued by EDU -CARE in2007

IT Skills: Windows 10, Office 2010 (MS Excel, MS Word, MS PowerPoint)

Interests: Community Involvement, Volunteer Work

Languages: English (fluent), Hindi (native and fluent), Punjabi (fluent)