

 Shivika Sharma

 Bengaluru , Karnataka

 +91.7405441503

 shivika149@gmail.com

 <https://linkedin.com/in/shivika-sharma-3a0912112/>

SKILLS

- HRMS & HRIS
- Strategic Planning
- Compensation & Benefits
- Policies & Procedure
- Grievance & Arbitration
- Training & Development
- Employee Engagement
- Communication Skills
- Talent Acquisition

Achievements

- Increased employee satisfaction by 30% and decreased turnover by 12%
- Revamped the existing employee screening system, making it 50% more efficient than before
- Revamp the whole R&R process
- Created Employee Engagement Program as employee motivational strategy
- Developed reports and dashboards for HR department, and provide analysis
- Nominated as best support team member from HR team

TRAINING & CERTIFICATIONS

- HRBP Advance
CHRM, 2021
- HR Analytics
CHRM, 2021

PROJECTS

- Project

AWACS
- Period:

August 2022 - October 2022
- Project

Assessment Centers
- Period:

September 2022 - September 2022
- Project

Emerge
- Period:

December 2022 - April 2023
- Project

InfoSec
- Period:

April 2023 - August 2023

EDUCATION

- Computers, Bachelor of Engineering / Bachelor of Technology

Ahmedabad Institute of Technology

Ahmedabad, Gujarat

Completed April 2016

Lead HRBP

PROFILE • ABOUT ME

I bring over 7+ years of experience, combining business operations and human resource expertise to my role as a strategic and innovative HR business partner. My primary focus is aligning corporate objectives with the needs of both management and employees with specific functions. I have a proven record in overseeing all aspects of the talent development lifecycle. My specialization lies as a trusted advisor to C - level executives and organization leaders, offering valuable insights and solutions to human resource-related challenges. I am committed to building and nurturing strong business partnerships, fostering trust among managers and employees, and cultivating a thriving and positive work environment.

WORK EXPERIENCE

- Sr. HR Executive

RapidOps Solutions Pvt. Ltd.

Ahmedabad, Gujarat

Jan 2016 - Mar 2022
- Lead HRBP

XDuce Technologies

Ahmedabad, Gujarat

May 2022 - Aug 2023

CAREER HIGHLIGHTS

- Collaborated with global managing directors and senior management teams to create, suggest, and offer resolutions for Human Capital requirements
- Conducts skip level meetings and holds bi-weekly meetings with designated business unit heads
- Synergized with Talent Acquisition on headcount management, refined recruitment strategies and facilitate workforce redeployment
- Partnered with Compensation teams to develop and deploy compensation strategies and plans attracting and rewarding employees based on business and employee performance, ensured alignment of compensation packages with local market practice for client groups and enhanced global market competitiveness
- Conducted performance appraisal meetings, reviewed probation completion meetings, facilitated employee evaluation sessions, and managed grievance resolutions
- Attains financial goals by formulating yearly budgets, scheduling expenditures, analyzing variances and implementing necessary measures
- Create and execute policies, programs, procedures, and guidelines to harmonize the workforce with the company's strategic goal. Possess the capability to comprehend business goals and suggest creative strategies, policies, and procedures for driving business objectives, boosting productivity, and evolving HR in accordance with company strategies.
- Engage in discussions with managers to comprehend training and development requirements with their functional groups, identifying trends and patterns, and subsequently provide recommendations as a part of the organizational training needs assessment
- Created training content, delivered training programs, collaborated with external vendors for analyzing training needs, developing content, and implementing training for specific processes. Ensured the successful implementation of planned development initiatives. Monitor the impact of training and knowledge-sharing efforts and recognized and resolved any issues as needed
- Proficient in the implementation of Human Resource Management System (HRMS), Application Tracking System (ATS), and Performance Management Systems (PMS), Lead HRMS-related projects and continuously manage feature enhancement requests. Collect user requirements from HR/management teams to facilitate the integration of new functionalities, enhancements, and system integrations
- Significant experience in formulating a strategy for sourcing high performing talent in a competitive market. Aids the organization's workforce by implementing a recruitment, assessment, and interview process, providing guidance to managers on candidate selection, conducting and evaluating exit interviews and suggesting enhancements
- Overseeing and handling all elements throughout the complete employee life cycle, encompassing tasks such as new hire procedures, onboarding, departures, background checks, salary negotiations, employee record maintenance and internal transfers.
- Managed employee relations activities, oversaw campus recruitment, and handled vendor management