

Curriculum Vitae



PERSONAL

Name

SHILPA BAKSHI

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Contact

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Date of birth

05-12-1990

LinkedIn

<https://www.linkedin.com/in/shilpa-bakshi-335234220/>

INTERESTS

TRAVELLING, DRIVING & MUSIC LOVER

SKILLS

Target Driven
Negotiation
LinkedIn Recruiter
Payroll
Full cycle recruiting
Employee Onboarding
Recruiting Coordination
Workforce Planning

RESUME OBJECTIVE

Dedicated and result driven Senior HR Executive with 12+ years of experience in strategic human resource management, talent acquisition, employee relations and organizational development. A strong communicator with ability to multitask and prioritize work streams. Adept at maintaining a high level of confidentiality, recruiting candidates while efficiently completing assigned tasks. Strong attention to detail and ability to work with employees at all levels of the organization. Solid knowledge of Human resource procedures, protocol, and professionalism.

WORK EXPERIENCE

Feb 2010 - Feb 2011

FRONT OFFICE EXECUTIVE

energizer - SAMSUNG, NOIDA

- Addressing and resolving customer complaints or concerns and ensuring customer satisfaction.
- Handling office daily operations of the organization.
- Respond to telephone enquiries regarding the products.
- Providing information about products, services and policies to clients and customers.

Feb 2011 - Dec 2012

FRONT OFFICE & ADMIN EXECUTIVE

Unicon Investment Solution Pvt. Ltd, NOIDA

- Providing exceptional customer service by greeting and assisting customers addressing their inquiries and resolving issues to their satisfaction.
- Managing the reception area and welcoming the visitors and directing them to the appropriate department.
- Scheduling and managing appointments, meetings, and reservations for clients and team members.
- Open, read, and write answers to routine correspondence to clients.
- Provided clerical support to agents and brokers.
- Managing office supply inventory and placing order as necessary.

May 2013 - Nov 2017

HR & ADMIN EXECUTIVE

AHLCON PUBLIC SCHOOL, DELHI

- Providing administrative support to senior management, department heads or staff members as needed.
- Maintaining and organizing office records, documents and files and ensuring that records are accurately filed and easily accessible.
- Arranging and coordinating meetings, events and conferences.
- Booking travel arrangements such as flights, accommodation and transportation for employees and students.
- Using various software like M star, I guardian, Campus Care for Admissions, Gate Pass, Appointment Letters, Relieving and Experience letters, staff leaves etc.
- Ensuring that office policies and procedures are communicated and adhered by all staff members.

Dec 2017 – Oct 2021

SR. EXECUTIVE – HR & ADMIN

SKYLINE – AIRCONDITIONING ENGINEERS (P) LTD, DELHI

- Recruitment and staffing – posting job vacancies and managing the recruitment process, conducting interviews and selecting candidates for next round of interview.
- On boarding and Induction of new employees : Responsible for planning and ensuring systematic induction for all new employees.
- Attendance and Leave management: Track the attendance of all staff day wise in provided excel format or in HRMS to management Track leave database, eligibility, availed.
- Salary Processing: provide payroll inputs such as attendance summary, leave summary, other deductions to payroll, employee wise in specified format for further processing.

Nov 2021 – Current

ASSISTANT MANAGER - HR & ADMIN

ABS FUJITSU GENERAL PRIVATE LIMITED, DELHI

- Implementing and managing HR software and system (Adernline)
- Communicating policies to employees and ensuring compliance.
- Collaborating with senior management to align HR strategies with organizational goals.
- Preparation of Manpower recruitment budget for financial year.
- Managed Campus Recruitment efforts with Job Fairs.
- Managing employee separations and offboarding process with exit interview.
- Developing programs for employee wellbeing and engagement.
- Ensuring data accuracy and security.

EDUCATION AND QUALIFICATIONS

Aug 2022

MBA In Human Resource Management
SHUBHARTI UNIVERSITY

Dec 2013

M.COM
IGNOU, DELHI

Dec 2010

B.COM
DELHI UNIVERSITY, DELHI

Oct 2009

CPT AND PCC ONE GROUP
INSTITUTE OF CHARTERED ACCOUNTANT, DELHI

Apr 2005 - Mar 2007

10+2
CENTRAL BOARD OF SECONDARY EDUCATION, DELHI

IT SKILLS

MICROSOFT OFFICE - WORD,
EXCEL, POWERPOINT, OUTLOOK,
SPREADSHEETS, ERP/ADERNLINE ● ● ● ● ●
- HRMS/ MGRM SOFTWARE

ITT COMPUTER TRAINING ● ● ● ● ●
FROM ICAI

Signature

Date :