

# Shaista Amrin Anwar Shaikh

## HR Executive

*Highly accomplished and motivated HR Executive with a proven track record of 5 years in developing and implementing strategic HR initiatives. Seeking a challenging HR Executive role to utilize my expertise in talent acquisition, employee development, and organizational effectiveness to drive business growth and foster a positive workplace environment.*

## Contact

### Phone

+91-91670 39847

### Email

ms.shaikh4197@gmail.com

### LinkedIn

in/shaista-amrin-shaikh-8917201b9/

### Location

New Mumbai

## Education

- BSc Biotechnology – Appeared in 2017
- Diploma in HR from 7th Consultancy (2019)
- Pursuing a Bachelor of Arts in Psychology (Third Year, Majoring in Industrial Psychology & Counseling Psychology)

### Certifications

- HRBP (Human Resources Business Partner) certification - In progress

## Expertise

- Strategic HR Planning
- Talent Acquisition and Recruitment
- Performance Management
- Employee Relations
- Compensation and Benefits
- Training and Development
- HR Policy Development
- Labor Laws and Compliance
- HRIS Systems (Human Resources Information Systems)
- Conflict Resolution
- Grievance Handling
- Employee Engagement

## Language

- English
- Hindi
- Marathi

## Experience

### Dec 2022 to Present

HR Executive – Aura Hearing Care Pvt Ltd

#### HR Executive

- Spearheaded end-to-end recruitment and streamlined onboarding processes.
- Conducted comprehensive training programs and rigorous performance evaluations.
- Expertly managed attendance and performance, ensuring seamless operations.
- Skillfully drafted various HR documents and effective email communication.
- Upheld and enforced office disciplinary practices.
- Successfully hosted and organized company events and celebrations.

### Jan 2018 to Apr 2018, Sep 2020 to Dec 2020, July 2021 to Nov 2022

ABC Consultants

#### Freelance Recruiter

- Collaborated closely with hiring managers to define position requirements.
- Formulated and executed strategic sourcing strategies, meticulously screening candidates.
- Coordinated interviews, skillfully negotiated project terms, and maintained a database of top talent.
- Remained abreast of industry trends and adopted best practices in recruitment.

### Dec 2020 to May 2021

Bharat Logistics Pvt Ltd

#### Job position here

- Managed HR responsibilities spanning recruitment to exit formalities.
- Sourced niche profiles from online job portals, emphasizing talent acquisition.
- Effectively managed employee attendance and engagement, including assessments.
- Maintained and updated internal databases and generated progress reports.
- Collaborated with branch heads to address employee grievances.
- Led the organization of festive events and team-building activities.

### July 2019 to Sept 2020

Zaco Computers Pvt Ltd

#### HR & Admin Executive

- Orchestrated end-to-end recruitment processes, encompassing candidate sourcing and interviewing.
- Managed employee attendance, engagement, and conducted training programs.
- Oversaw the update and maintenance of HR policies.
- Coordinated with branch heads and handled communication.
- Conducted comprehensive performance evaluations and organized team-building activities.
- Ensured strict compliance with labor laws and regulations.

## Personal Details

- **Address:** Noorchs,3:B,Roomno-20,1st floor Sec-9A , Vashi , Navi Mumbai – 400703
- **Marital Status:** Separated
- **Date Of Birth:** 4th January 1997
- **Nationality:** Indian

Sep 2017 to Dec 2017

Carwale Pvt Ltd

## Backend Executive

- Provided invaluable backend support to the website team, contributing to the enhancement of user experience.
  - Proactively liaised with dealers and vendors for prompt stock updates.
  - Handled meticulous data updates and formatting.
  - Coordinated seamlessly with customer support teams to resolve queries.
  - Assisted in pricing and inventory management for optimal sales outcomes.
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