





CURRICULUM VITAE


Shreya Agarwal


 +91-82732 95522

 shreyaag3096@gmail.com

 linkedin.com/in/shreyaagarwal0309

 4+ Years' experience

 Sept 03, 1996.

 Noida, U.P.

HR Executive with 4+ years of track record of HR Recruitment Operations including human resources services, processing employees. Acquired a thorough understanding of job requisition for required competencies, skills, knowledge. Firm understanding and implementation of recruiting metrics to drive thorough decision making. Hands-on experience with full cycle recruiting across D&I, Leadership, Lateral, and Bulk Hiring using interview techniques and evaluation methods with an in-depth understanding of human resources expertise, networking, communication, persuasion, and corporate environment familiarity. Frequently commended in employee satisfaction surveys for being responsive, positive, and collaborative.

Career Objective

“To be integrated with an Innovative, fast-paced learning & growth-oriented organization and to excel as a HR Professional by conceptualizing and implementing the best HR Practices and developmental activities facing multiple challenges and key responsibilities.”

Highlights of HR Skills

- ★ Managing end-to-end recruitment.
- ★ Pre-screening candidates while moving interview process forward.
- ★ Source candidates via resume databases, search engine and networking sites using Boolean search language.
- ★ Prepare offer letter for candidates.
- ★ Salary Negotiation.
- ★ Stakeholder and Vendor Management.
- ★ Induction and Onboarding
- ★ Employee Engagement

Knowledge Preview

- **Interview:** Screening of resumes as per requirements, pre-screening of the candidate on calls and conducting the first round of interview with panel.
- **Salary Negotiation:** Doing negotiation on salary as per market standard or as per company budget.
- **Document Verification:** Collect and verify documents for shortlisted candidates (Salary slips, ID Proofs, Educational Certificates, Current company offer and experience letter.
- **Offer Letter and Salary Annexure:** Creating offer letter as per company format with salary annexure.
- **Onboarding Process:** Working and helping to candidates on company policies documentation. Helping candidates in arranging their IT devices and meeting with teammates.
- **IT and Non-IT Profiles:** Java developer, Dot net developer, Software Testing, PHP developer, Cloud, Frontend and Backend Developer, Network Engineering, Android and IOS Developer, Cost Account, Chartered Accountant, Finance, Accountancy, RPA Developer, Business Development Manager, Email Marketing, Tele- Caller.
- **Employment Portal:** Naukri, LinkedIn, Monster.

- **Vendor Management:** Co-coordinating with the vendors for daily requirements, Working with Vendors to help get quality candidates to join the company, ensuring on time delivery of the payouts to the vendors by co-coordinating with the MIS, Meeting the requirement through various vendors in the market.
- **Stakeholder Management:** Responsible for Account Management, Client Interaction & Business Development, Maintaining Excel till the final report after the candidate is offered, short listing applicants, sending them to the client, getting feedback and helping the client in Recruitment process.
- **Induction and Onboarding:** Managed the whole onboarding process, ensuring all pre – employment processes.



Work Experience

May 2023 – Till Now | HR Executive Routa Digital India Pvt. Ltd | Noida

Currently working with **Routa Digital** as a **HR Executive**, where we are working on whole HR process for various levels and IT Domains. Extensively working on below Skills in HR:

1. Managing employee's induction programs.
2. Managing on boarding and de-boarding of the employees.
3. Handling the end-to-end recruitment process of entire company.
4. Design and update job descriptions.
5. Prepares reports by collecting, analyzing, and summarizing data and trends like: Attrition rate, Satisfactory rate, Growth rate
6. Identify ways to improve policies and procedures Implemented and administer employee policies
7. Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
8. Managing attendance of the employees.
9. Generate offer letters, appointment letters, appraisal letter, salary annexures, experience/relieving letters.
10. Handling the employee engagement activities on weekly/monthly basis.
11. Managing the appraisal process of the employees
12. Handling the exit formalities of an employee.
13. Handling the background verification process.
14. Managing end to end human resource life cycle

May 2021 – October 2022 | HR Executive Motherson Technology Services Limited | Noida

Working with **MTSL** as a **HR Executive**, where we are working on end-to-end recruitment for various levels and IT Domains. Extensively working on below Skills in HR:

1. Managing complete recruitment cycle from creating job descriptions / job specifications, job posting, sourcing, screening, interviewing, assessing, selecting, all the while stringently maintaining TAT and budgets, for divergent positions.
2. Planning human resource requirements in consultation with Business Heads across all levels.
3. Regulating high volume search workload via direct sourcing, employee referrals, and search partner relationships, as well as ongoing pipelining.
4. Leveraging LinkedIn, other social media sites, and personal network to target, attract, and developing passive candidates for succession readiness.
5. Working Profile Management team member and worked on prospecting best candidates for next steps.
6. Managing relations with candidates and Hiring Manager through communication and helpful interactions.
7. Improving candidate satisfaction by quickly and effectively addressing inquiries and complaints.

8. Assisting new team members, maintaining culture of collaboration.
9. Negotiating and coordinating with the candidates for offers: Drafting offers (creating CTC structures) in accordance with the statutory compliance and roll out the Offer Letters and Letter of Intent.
10. Conducting reference check & background verification.
11. Maintaining a database for candidate for pipeline and active hiring.
12. Executing contract negotiation with recruitment consultant for empanelment.

September 2019 – May 2021| HR Recruiter
Velocis System Pvt. Ltd | Noida

Worked with **Velocis System** as a **HR Recruiter**, where we are working on IT Domains recruitment.

1. Screening the potential candidate from different job platforms (Naukri, LinkedIn, etc.).
2. Selecting potential resumes for the organizations as per the requirement.
3. Taking forward the candidate profiles for recruitment process.
4. Hands-on experience with various interview formats (e.g., Teams, Zoom, Google Meet).
5. Follow up after interview done and proceed with selection.
6. Selecting the candidate based on their efficiency and capability.
7. Salary Negotiation & Providing offer letter to the candidate after verifying the documents.
8. Recruiting the candidate for our organization suitable requirement.

January 2019 – September 2019| HR Recruiter
IT Cons E-Solution Pvt. Ltd | Noida

While working with **IT Cons E-Solution**, below are the roles and responsibilities-

1. Source resumes, and pre-screen candidates while moving interview process forward in a timely manner.
2. Organize and facilitate interview debriefs.
3. Drive the offer process, including approvals and negotiations.
4. Source candidates via resume databases, search engine and networking sites using Boolean search language

May 2018 – July 2018| HR Intern
Sharda University | Greater Noida

Learned during the Internship period:

1. How to apply filter and export profiles from job portals.
2. Interaction with candidates and Panel.



Education

Year	Course	University / Board
2017-2019	MBA (Human Resource and CSR)	Banasthali Vidyapeeth
2014-2017	B.com (Hons.)	Aligarh Muslim University
2012-2014	10+2	CBSE
2011-2012	Matriculation	CBSE



Personal Details

Father's Name : Mr. Atul Gupta
Marital Status : Single
Gender : Female
Language Known : English & Hindi
Nationality : Indian
Passport Number : V9845901
Date of Expiry : April 04, 2032
Address : A-3/126, Ramghat Road, Vikram Colony, Koil, Aligarh, 202001.



Declaration

I, Shreya Agarwal, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Shreya Agarwal

Place: - Noida

Date: