

SALONI SHUKLA

HR EXECUTIVE

salonishukla1302@gmail.com | 91+9589825898 | 13/02/1999 | Single

Dr. Shyam Prasad Mukharji Nagar, Sanwer Road Industrial Estate, Indore

PROFILE SUMMARY

To work with reputed organizations to learn the best HR practices along with applying my HR skills in contributing to organizational growth, as well as achieving my career objectives.

PROFESSIONAL SKILL

Recruitment.
Statutory Compliance.
Payroll.
Joining Formalities.

TECHNICAL SKILL

Well Versed with basic knowledge of computer application.

M.S Office Excel, Word, Power point.

EDUCATION

| | |
|---|-------------|
| Master of Business Administration – HR & Finance | 2019 – 2021 |
| Sage University | |
| Bachelor of Commerce – Information Technology | 2016 – 2019 |
| Shri Cloth Market Professional Studies | |
| Higher Secondary – Commerce | 2015 – 2016 |
| Shri Cloth Market Vaishnav Bal Mandir | |
| Higher Secondary | 2013 – 2014 |
| Shri Cloth Market Vaishnav Bal Mandir | |

WORK EXPERIENCE

| | |
|---|--------------------------|
| HR Executive | January-2022 – June-2023 |
| Oorja Technical Service Pvt. Ltd | |

Recruitment –

- Design and implement overall recruiting strategy.
- Source potential candidates from various online channels (Naukri, LinkedIn, Indeed, Apna).
- Screen incoming resumes and job application forms.
- Conduct interviews using various reliable recruiting and tools to filter candidates with schedule.

Joining Formalities –

- Managing & Completing the Enrollment/Joining Process Of Employees.
- (Finalizing The Joining Process, Sending the Joining Link & Sharing Offer & Appointment Letter, Generate Official Email ID).

Statutory Compliances –

- Creating the ESI & PF of new employees.
- Filling the ESIC & PF Challan.
- Processing PF claims of left employees.
- Taking care of the Professional Tax and Labour Welfare Fund.
- Sharing Insurance Sheet to Agent.
- Attend Digital Audits of All Locations.
- Sharing Compliance Documents With The Employees When Required On The Site.

Payroll Processing –

- Collection Of Attendance Sheet.
- Processing the salary of all employees through company software.
- Salary Slip Mail To All Employees.

Other HR Activities –

- Working on Increments, Terminations, Resignations, Absconding, Disassociation, No Dues, Exit Formalities.
- Providing Experience & Relieving Letters to the exit employees.
- Managing & Issue Company Seal & SIM records.
- Preparation Of Confidential Agreement and ID Cards of new employees.
- Prepare and Upload Job Description Into Software.
- Coordination With Internal Teams Related To Their Queries & Provides Optimum Solutions.
- Uploading Electricity Bills, Utility Bills, Office Rents, Bills & Invoices Of Land Lines Phone, PT Payment etc.
- Employee Engagement Activity.
- Maintain Employee Records.

HR Executive and Office Executive

February-2019 – December-2021

Syntech BPO Services Pvt. Ltd.

- Source potential candidates from various online channels .
- Screen incoming resumes and application forms.
- Take initial round of interview with candidates.
- Attendance Sheet Preparation.
- Provide Salary Slip To All Employees
- Completing the Joining Formalities and Documentation.
- Completing the No Dues, Exit Formalities of Exit Employees.
- Provide Experience & Reliving Letters.
- Maintain Employee Records.

- Verify KYC of Customers.
- Add all the data of customer into the CRM software.
- Verify data by comparing it to source documents.
- Maintain spreadsheets of data.

| PERSONAL | LANGUAGES | HOBBIES |
|------------------|-----------|--|
| Time Management. | Hindi. | Learning new things which helps to gain new skills and experience. |
| Team Work. | | |
| Multi-Tasking. | English. | Time Management. |

DECLARATION

I hereby declare that the above information is true and correct of my knowledge and belief.

Place – Indore

Date –

Saloni Shukla