

**SHILPI AGGARWAL****CURRICULUM VITAE**Email: [shilpi3aug@gmail.com](mailto:shilpi3aug@gmail.com)

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D.O.B – 03.08.1986, Nationality – Indian, Language Known – Hindi / English

**CARRER OBJECTIVE**

To secure a position in a company to utilize my skills in Human Resource Management, Project Management, Quality Assurance, Team Management, Vendor Development.

**WORK EXPERIENCE**

COMPANY	POSITION	FROM	TO
Ghaziabad Mechfab Pvt. Ltd	HR Manager	1 <sup>st</sup> March 2022	working
Vishwakarma Machine Tools	Assistant HR & Admin	1 <sup>st</sup> January 2021	28 <sup>th</sup> Feb 2022
Shiv Mahima Handicrafts	Manager & Admin	March 2018	30 Dec 2020
UCTPL, Ghaziabad	Project Co-Ordinator	April 2017	March 2018
YCD, Ghaziabad	BDM & Operation Manager	Feb 2016	April 2017
RDEC, Ghaziabad	Lecturer & Placement Coordinator	July 2015	Nov 2015
CSIR, CBRI	Research Intern	July 2011	Oct 2011

- **Vishwakarma Machine Tools:** Working as **Assistant HR & Admin** from 1<sup>ST</sup> January 2021 to 28<sup>th</sup> February 2022.

**Responsibilities:**

- A. To **Take Care of all welfare activities** of the Company like: -
1. Cultural Activities.
  2. To introduce new employee motivation schemes in order to improve productivity and to improve and built –up strong relationship between employee and company.
  3. **Training Programs for Skill Improvements.**
  4. **Employees quarterly / half yearly evaluation** to review in order to improve their efficiency.
  5. To maintain all the administrative records (daily / weekly / monthly / yearly) such as **Attendance / ESIC / PF / Leaves Registers.**
- B. To Handle / Tackle all administrative Inspections/Audits.
- C. Keep in touch with new administrative circulars and update the management regarding all these time to time.
- D. Keep management updated timely regarding all employees good / bad activities and suggestions for betterment if any.
- E. **Recruitment through Naukri Portal, social media, Apna App & Consultants.**
- F. Make Strategies to reduce Attrition Rate and find root cause of it.
- G. To **look after and co-ordinate** between below administrative works / departments as administrative person –
1. **Security**
  2. **Pantry**
  3. **Housekeeping**
  4. Maintain alternate plan in case of any absentees for the above all administrative activities.
- H. To maintain records for all administrative consumables and maintain their **AMC / Repairing** records such as -
- Printers / Furniture (Tables, Chairs etc.) / Lightening, Fans in administrative areas / AC / Desktops / Laptops including their Accessories.
- I. **To support to the maintenance** i.e.
1. Any type Machine / Equipment complained to manufacturer / Supplier / AMC holder on behalf of inputs given by Maintenance / Operators etc.

2. Ensure on time AMC of all the machine / equipment's and keep their records properly.
- J. Daily/Scheduled shop floor auditing in order to full fill all above activities reports / documents up to dates.
- K. To take Care of Visitors / Business Guests.
- L. To take Care of Employee / marketing outside visits expenses and travelling arrangements as per decided by company rules and regulations.
- **YCD PVT. LTD. (Classinbox):** Worked as **Admin** up to 22 April 2017. Promoted as **Coordinator** from February 2016.

### **Responsibilities:**

- A. Controlling back office, preparing daily reports, **MIS &** Updating Back Office manager all day-to-day activities, controlling/tracking all documents and keeping logs of all data.
- B. Coordinate with Customer, Vendor if required to resolve issue of refund or replacement of product.
- C. Coordinate with Vendor regarding payment (penalty) related issues between them. Prepare on daily basis.
- D. Face to face meeting on client side.
- E. Training to Customer and Sales Team regarding Software Running.
- F. Sale admin panels.
- G. Job Posting on social media and Other, Shortlisting CVs for sales Team, Employee Induction, Joining and Exit Formalities, Attendance Management.
- H. **Google Tools (as Google meet, Google Drive, Google Docs, Google Sheets)**
- I. **Social Media Marketing (Facebook, YouTube, LinkedIn, Instagram, Twitter).**
- J. Handling **India Mart Account, Alibaba Account.**
- K. Making Presentation and YouTube Video, Product Catalogue on Excel Sheet.
- L. **Virtual Meeting Tools as Zoom, Google Meet, Skype, Webex.**
- **Harjeet Institute:** Worked as soft skill trainer for One year.

### **ACADEMIC QUALIFICATION**

<b>Examination</b>	<b>Board</b>	<b>School/University</b>	<b>Year</b>	<b>Percentage</b>
PGDM / MBA (HR & Marktg)	AICTE / AIU	CMD, Modi Nagar	2015	78%
B.Tech (Mech.)	UPTU,	JSSATE, Noida	2009	69.42%
Diploma(-Automobile)	B.T.E, U.P.	Govt. Poly. Ghaziabad	2006	72.96%
XII <sup>th</sup>	U.P. Board	R.M.M. Inter College, Modi Nagar	2003	60%
X <sup>th</sup>	U.P. Board	R.M.M. Inter College, Modi Nagar	2001	66%

### **ACHIVEMENTS**

- Won prize for **3rd Topper** in CMD for Batch (2013-105) on 7 MARCH 2016.
- Won **IIIrd Prize** in **GYAN KOSH** (Business Vocabulary Competition) held at CMD, Modi Nagar on 12<sup>th</sup> September 2014.
- Attended PDP classes at **Oxford College of English Language, Modinagar.**
- Participated in **AD-MAD AND POETRY** in **MIRAAS-Competition 2014** held at **Jamia Millia Islamia University, New Delhi.**
- Qualified **UPPSC 2010 (Junior Engineer)** written exam.
- Cleared **GATE twice 2013 - Score-345, Percentile-92.40 & 2011-Score-344, Percentile-87.52.**
- Received merit certificate for obtaining highest marks in English in class X<sup>th</sup>.

## INDUSTRIAL VISIT

- Educational Trip to **MALASYIA** from 23/04/2014 to 27/04/2014, Visited Industrial Places as: Royal Salangor, Silver Bird High 5.
- Visited Mother Dairy in July 2014.
- Visit of NTPC, Dadri (B.Tech).

## CURRICULAR ACTIVITIES/AWARDS

- Worked as Organizing member of **“AKSHRGYAN”** (a slum children teaching society) in B.Tech.
- Worked as **“Volunteer”** in **“YANTRASHILPA”** (a Mechanical branch society at college level) in B.Tech.

## PROJECTS

- **“Training & Development”**: - To find out the change in employees' behavior after the training and development programs (at **Shri Ram Rings & Pistons Pvt. Ltd.**)
- **“Market Research on Consumer Behavior”**: - To find out consumer behavior regarding purchasing bikes (Live Project in PGDM).
- **“MICROCONTROLLED MILLING MECHANISM”**: - Provides easily teeth cutting by milling machine (**B.Tech final year** Project Report).
- **“GAUGE R & R STUDY”**: - To check the suitability of inspection system (at **Shri Ram Rings & Pistons Pvt. Ltd.**).
- **“Time Study & Line Balancing”**: - To increase the productivity by efficient utilization of manpower and ultimately saving the time (at **Tuff Engineering Pvt. Ltd.**).
- **“To Set up a Workshop for Major & Minor Repair of Gear Box”**: - To provide the satisfactory & low-cost service in comparison to market, to customers (Diploma in Mech.).

## CONFERENCES AND SEMINAR

- Presented a Research Paper **“Global HRM-Review about Change from Past to Present”** in Online International Conference on Design of Global Commerce and Business for next decade on 21<sup>st</sup> Aug 2021
- Received a Certificate of Participation in International Online Discussion Forum on **“Post COVID-19: EDUCATIONAL INSTITUTIONS PREPAREDNESS”** Organized through Google Meet App on 10<sup>th</sup> September 2020 Organized by **“Modibbo Adama University of Technology Yola, Nigeria”**.
- Gave a Presentation on **“HR Issues in Education”** in National Conference on **“Towards a Sustainable HR Profession”** organized by ITS, Mohan Nagar on 19<sup>th</sup> to 20<sup>th</sup> September, 2014.
- Attended a National Conference on **“Women Entrepreneurship: Challenges and Opportunities”** held at India Habitat Centre on 16 December 2010.

## SUMMER TRAINING

- **SHRI RAM RINGS & PISTONS PVT. LTD.** – From June 2014 to July 2014 during PGDM.
- **SHRI RAM RINGS & PISTONS PVT. LTD.** – From 10 June 2008 to 22 July 2008 during B.TECH 3<sup>rd</sup> Year.
- **TUFF ENGINEERING PVT.LTD.** – From 12 June to 16 July 2007 (B.Tech 2<sup>nd</sup> year).
- **Sharp Engg. Corp. Pvt. Ltd.** – From 4 June to 4 July 2005 (Diploma 2<sup>nd</sup> year).
- **Kaps Automobile Pvt. Ltd.** – From 1 June to 16 June 2004 (Diploma 1<sup>st</sup> year).

## TECHNICAL SKILLS

- **AUTOCAD 2014, SOLIDWORKS, SPSS, BASIC KNOWLEDGE OF C LANGUAGE, MCSE, CCNA.**

## DECLARATION

All the above information furnished by me is true to the best of my knowledge and belief

DATE:

PLACE:

(SHILPI AGGARWAL)