

# Shilpa Verma

## HR Enthusiast | MBA



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House No – 07A Lodhamandi Jawalapur Haridwar U.K.

+91 7500548326 | [shilpa.verma599@gmail.com](mailto:shilpa.verma599@gmail.com)

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### Career Objective

- To get a challenging position in a reputable organization to expand my learning, knowledge, and skills.

### Professional Summary

- Having 6 years of work experience in the manufacturing sector with the leading organizations in the areas of and goods in different roles.

### Areas of Specialization

- Training & Development
- Recruitment & Talent Acquisition
- HR Generalist

### Work Experience

**Duration** : May-2022 –Till date-2023  
**Designation** : **Sr.Executive HR Department**  
**Organization** : Shreeji Propack Pvt. Ltd.  
Vender of Hindustan Unilever.

**KRA** : **HR Generalist & Training & Development**

- Handle URSA Audit and RS Audit.
- HR compensation and benefit plans.
- Conducting employee onboarding and help plan training & development
- Organization holistically, Management finalization of charts Expense Checking & Travel Policy.
- Handle legal grievance
- Payroll PF, ESIC Labour Welfare Attendance Management.
- Statutory compliance PF, ESIC Sexual Harassment, Bonus.
- Induction Hiring, Exit Interview, Employee Engagement, Performance Appraisal.
- Preparing job offer letter
- Negotiation abilities in dealing with new recruits and payroll

#### Employee Engagement/Relation Management:

- Cultural awareness
- Organizations better understand the process of increasing employee engagement
- Helping employees to know each other (Open House Meeting, Departmental Gathering etc.)
- Identify Employee of the Performance.

#### HR Operations & Process improvement:

- Manpower update, quarterly updating of Organizational Charts, attrition reports/presentations
- Responsible for completion of Joining activities, preparation of their personal files and to issue the Appointment letters & Confirmation Letters.

#### MIS:

- Maintain internal department data of attendance and overtime
- Making Monthly /weekly/yearly internal department data.

**Duration** : February 2019 –Till date-2022  
**Designation** : **HR-Executive HR Department**  
**Organization** : Hamilton Housewares Pvt. Ltd.  
**Working for Housewares & thermo steel products at Haridwar Location.**

**KRA** : **Training & Development & Recruitment**

- Identify the Departmental Training needs & making plans to Execute Competency gap analysis for employees.
- Helping in recruitment and selection sourcing candidates from (Naukri .com other References)
- Handled full life cycle of recruitment in organization.

- Negotiation with Candidate
- Behavior Training, Internal Certification Programs and Product Related Technical Training with the help of technical in charge.
- Coordinating training program (as identifying training needs, find out Competency training gaps, preparing training calendar, monthly training schedule, etc.
- Coordinating induction training program for staff.
- Maintain end to end recruitment and hiring process.
- Career Progression on contractual employees.

#### Employee Engagement/Relation Management:

- Organize Celebration activities for Employee Birthdays, Festivals, etc.
- Encourage knowledge sharing in a creative way
- Helping employees to know each other (Open House Meeting, Departmental Gathering etc.)
- Identify Employee of the Performance.
- Annual Day Programs.

**Duration** : September 2016 – December 2018  
**Designation** : **HR& Admin Officer – HR Department**  
**Organization** : Akums Pharmaceuticals Pvt.Ltd  
**Haridwar, (India) is the largest contract manufacturing pharmaceutical company of India.**  
**KRA** : **HR & Admin**

- Provide complete support on HR related functions areas organization
- Meeting Preparation
- Responsible for meet hiring goals by filling open positions with talented and qualified candidate

#### Employee Engagement/Relation Management:

- Organize Celebration activities for Employee Birthdays, Festivals, etc.
- Encourage knowledge sharing in a creative way

#### Recruitment and Selection:

- Consultancies & through Manpower vendors also.
- Submit required reports to the seniors on timely basis.
- Conduct background checks of all offered candidates & coordinate with vendor accordingly.
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#### Professional & Educational Qualification

Degree	School / College / Institute / University / Board	Grade	Year
Diploma	NSTI ( Training and Development)	Appearing	2023
MBA	Chhatrapati Shahu Ji Maharaj University Kanpur	1st	2020
B.A	Sri Dev Suman university Uttarakhand	2nd	2017
Intermediate	Inter college UP	2nd	2012
High School	Inter college UP	2nd	2010

#### Co-Curricular & Extra-Curricular Activities

- Won Dancing Championship in college.
- Appreciation gift for Presenting Drawing

#### Personal Details

- Father's Name : Mr. Saukveer singh
- Date of Birth : Sep 8th, 1994
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages Known : English and Hindi
- Hobbies : Dancing

**Shilpa**

Date: Place: