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| shikha sahai  Ghaziabad, Uttar Pradesh · 9899121454  Email · Sahai.shikha02@gmail.com |
| To pursue a challenging career in a dynamic organization, which provides me an opportunity to play a key role in the growth of the organization and help sharpen my professional and leadership skills. |

# Experience

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| 23rd Jan, 2023 – 24th June, 2023Sr. hr Executive, Anri fs Pvt. Ltd….. Maintaining an accurate and efficient HR database with employee information and necessary documentation, including administering new starters, changes and leavers on the system. Dealing with day-to-day HR queries and advising in line with the current policies and procedures. 8th October, 2020 – 30th April, 2022Talent acquisition executive, tekshapers software solutions….. A Talent Acquisition Executive is responsible for sourcing, attracting, interviewing, hiring and onboarding employees in a company. Handling clients Day to day Requirement and sharing cv’s to the client and taking proper feedback on the cv’s from client.  . |

# Brief Description:

* + End to end recruitment: Sourcing, Screening, Following up for interview, on boarding candidates and Exit Formalities of Employees.
  + Client Management and Servicing.
  + Sourcing of candidates via internet postings, networking, headhunting and internal Database.
  + Updating internal databases with new hire information.
  + Worked on different clients especially for product based organization such as TSYS, Master card, Swiss re, Capita, Tech Mahindra, WNS, Genpact, Incedo, Intellect Design arena etc.
  + Schedule job interviews and contact candidates as needed.
  + Looking for whole administration work.
  + Human Resource Management & Payroll processing.
  + Attendance & Leave records of employees.
  + Grievance handling of employees, Employee engagement.

# academic qualification:

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| 2022Persuing my graduation b.a.(hons), Amity online university,1999-2002diploma in interior design, **south delhi polytechnic, delhi** | |
| 1998-1999XII, St.Andrews Scots Sr. Sec. school, **delhi****1996-1997**x, Bal Bhavan public school, Delhi |

# certification:

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| * Udemy course – Hiring Smart: HR Management ( online) – jul 2021- oct 2021 * Udemy course – Talent Acquisition & Hiring (online) – oct 2021 – dec 2021 * Udemy Course : HR Generalists and HR Management(online)-Jan2023-on going * Udemy course - MS Office * Udemy course - Recruiting and Talent Acquisition (0nline) – dec 2022- jan 2023 * Henery Harvin - Content Writing (may 2021- jul 2021) |  |

# skills:

* Active communicator
* Team player
* Able to exercise different Ideas
* Able to work under pressure.
* Prefer challenges over routine job

**Date of Birth**: 2nd July 1981

**Languages Known**: English, Hind

**DECLARATION**

I hereby declare that all the above-furnished details are true to the best of my knowledge

**SHIKHA SAHAI**