Miss. SHIVANI SHINDE

Human Resource Business Partner

I am working as a HRBP with 1+ years of experience in Human Resource

## CONTACT DETAILS:



**Location**: 9/A/6, New Sindhi Colony, Opp SIES College, Sion

1. Mumbai, 400022

**Mobile No**: 9321017761

**Email Id**: [shivanishinde000@gmail.com](mailto:shivanishinde000@gmail.com)

**CORE COMPETENCIES:**

* People Management
* Communication Skills
* Decision Making Skills
* Interpersonal Awareness
* Analytical Skills
* Attention to Detail
* Adaptive to Change
* Tech Savvy

**AREAS OF EXPERTISE:**

* HR Business Partner
* Employee Relations
* HR Operations
* Compensation and Benefits
* Grievance Handling
* Performance Management

## CERTIFICATIONS:

* A course on People Analytics - **June 2021**
* Master class on Balanced Scorecard - **May 2021**
* A course on Excel for business essentials - **November 2020**
* Getting started with Power

BI Desktop course -

## November 2020

Domain and Compliance. Looking forward to associate with an innovative and vibrant organization which will allow me to put my competencies to best use, to add value to the organization and contributes to my overall growth as an individual.

# WORK EXPERIENCE

## Fintech Blue Solutions (Turtlemint Insurance Broking)

**Senior Executive Human Resource – HRBP**

(February 2022 – Present)

* Managing end to end employee life cycle of assigned mandates.
* Negotiating employee wages based on employment level, qualifications, and history.
* Tracking and managing confirmations of all the employees.
* Manpower planning and budgeting to meet the business and organizational objectives.
* Stakeholder management by capturing big picture data for project analysis and corrective action planning.
* Gathering and analyzing data extensively to obtain useful HR Metrics.
* Driving and leading agenda on employee engagement activities.
* Succession Planning – Select and develop key talent to ensure there are talents to fill critical roles.
* Collaborating with talent acquisition team on implementing innovative and inclusive recruitment strategies.
* Conducting exit interviews and working towards building retention strategies.
* Managing and resolving complex employee relations issues.
* Leading calls related to Performance improvement plan, Disciplinary and insubordination issues, Absconding, Probation extension and Separation cases.
* Constantly working towards smooth onboarding and exit process by collaborating with different functions.
* Hands on experience on the HRMS Portal – Darwin Box.
* Resolving HR Tickets in a timely manner and keeping a track of Background verifications report.

# INTERNSHIPS

## Edelweiss Asset Management Ltd

(December 2021- February 2022)

* Worked closely with the HRBP and HR Head that includes strategizing business plans per the market scenarios.
* Represented the spectrum of HR function to the business and acted as a SPOC for all their needs.
* Managed end to end employee life cycle for assigned mandates.
* Assist in formulating people related policies and processes and constantly worked towards improving it.
* Worked towards building strong people engagement skills and business relationship with senior stakeholders.
* Planned and executed Employee Engagement Activities on weekly basis and during festivals.

## ACHIEVEMENTS AND AWARDS:

* Successfully qualified 2016, 17 and 18th State Level Microbiolympiad
* Won 2nd Prize in Intra – Collegiate Event **December 2018**
* Won 2nd Prize in Rotaract MasterChef Competition. **January 2018**

## EXTRA – CURICULAR ACTIVITIES:

* Stage and Sound Volunteer at Visions – Inter Collegiate - **January 2018**
* Part time food blogger and

restaurant reviewer - **Since 2017**

* Volunteer at Utkarsha – Intra Collegiate - **December 2017**
* Personality Development Volunteer at Rotaract Club - **January 2017**

## Qikrecruit – Consulting Firm

(July 2021- October 2021)

* Effectively managed existing clients and built new client relationships.
* Built the candidate database through headhunting, cold calling, and public domain sources.
* Worked on different job portals such as LinkedIn, Naukri, etc.
* Coordinated between clients and candidates for complete hiring process.
* Constantly worked towards improving the experience of candidates and client organizations.

## Insplore Consultants Private Ltd

(May 2021- July 2021)

* + Recruited right people for the right job from different portals.
  + Developed salary slip and job descriptions.
  + Organized weekly employee engagement activities.
  + Individually managed assigned mandates and prepared hiring tracker.
  + Worked towards building network and collaboration skills.
  + Carried out a research study on Examining the Effectiveness of Training and Development of Interns during their Summer Internship.

# ACADEMIC PROJECTS

**International Conference – Research Paper (**December 2020 – February 2021)

Examining the impact of Organizational Support for Psychological Adaptation of Expatriates

* 1. A study on support provided by organization to expatriates.
  2. Importance of expatriates and its benefits



## COMPUTER PROFICIENCY:

* MS Office and Excel
* HR Software

## PERSONAL DETAILS:

Date of Birth: 04.02.1998 Nationality: Indian Gender: Female

Marital Status: Unmarried Religion: Hindu

Languages Known: English, Hindi, Marathi, Gujarati

# EDUCATIONAL QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **COURSE** | **NAME OF**  **INSTITUTE** | **UNIVERSITY**  **/ BOARD** |
| 2022 | PGDM | Chetana’s Institute of Management and Research | A.I.C.T. E |
| 2019 | B.Sc. | SIES College of Arts, Science and Commerce | Mumbai |
| 2016 | H.S.C | SIES College of Arts,  Science and Commerce | Maharashtra |
| 2014 | S.S.C | Our Lady of Good Counsel High School | Maharashtra |

I confirm that, the above information is true and correct to the best of my knowledge.

Place: Mumbai

Miss. Shivani Nagnath Shinde