

CURRICULUM-VITAE

SHALU CHAODHARY

Shri Krishna Apartment,
3rd Floor, New Friends Colony,
Sector-23, Sanjay Nagar,
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HR – Seeking assignments with an eminent organization to unleash my skills across the industry by providing comprehensive administrative support.

PROFILE

- ❖ Resolute and committed HR comprehensive experience of 7 years in the entire gamut of functions involved in HR, Recruitment & Administration Processes, Training/ Development and MIS. accountable for Bhardwaj NETWORKS as Sr. Executive- HR.
- ❖ Handle the entire office functions to Human Resource Management right from the stage of short listing the resumes from the job portals, recruitment division for screening/hiring/orientation/ and staff training/development programs and finalization of the selected candidate for the specific client.

EDUCATIONAL QUALIFICATION:

- High School passed from U. P. Board.
- Intermediate passed from U. P. Board.
- B. Com. Passed from Delhi University, Delhi.
- M. A. (Education) Passed from C. C. S. University, Meerut.

OTHER QALIFICATION:

- Diploma in Education M. P. Board.
- Basic Computer Knowledge.

PROFESSIONAL EXPERIENCE:

Bhardwaj Networks

Sr. HR Executive (Heading Recruitment Division)

July 2009 to June 2012.

Global HR Services

Sr. HR Executive (Heading Recruitment Division)

Nov. 2012 to Mar 2017.

WORK PROFILE:

- HR Management
- End to End recruitment
- Team Management
- Handling M.I.S. Report.
- Training & Development
- Administration Process.

Human Resource Management

- ⇒ Implementation of HR policies for manpower planning, recruitment, selection, induction, orientation and development of new employees in the organization.
- ⇒ Carrying out recruitment drive for filling vacant positions across hierarchy level.
- ⇒ Discussing offer and package negotiation with the candidates to fill the vacant positions.

- ⇒ Motivating employees by using different motivational methods' and directing them for the constructive attitude.
- ⇒ Retaining of the experienced assets of the organization by creating positive attitude in them for continuation of their service for the organization.
- ⇒ Identifying training needs across levels through mapping of skills required for particular positions and analyse of the existing level of competencies.
- ⇒ Coordinating in designing, organizing training programs of internal & external agencies and developing multi skills; ensuring training effectiveness.
- ⇒ Core member in managerial decision related to HR & Manpower planning.

Recruitment & Selection

- ⇒ Generate business while establishing healthy relations with clients & external associates for securing repeat business & long term customer loyalty and worked towards solving their queries and complaints efficiently.
- ⇒ Pen India recruitment for all new projects and existing business. Handling end to end recruitment process from entry to exit.
- ⇒ Designing and approving manpower plan after discussion with the Business heads.
- ⇒ Preparation of job description through discussion and online help from the business heads.
- ⇒ Taking requirement from the clients and sourcing the candidate through job portal and networks.
- ⇒ Preparing JDs, sourcing profiles through database, jobsites, newspapers, vendors, social networking sites etc.
- ⇒ Scheduling interviews, Conduct test and preliminary interviews of the short listed candidates, Execute recruitment campaigns.
- ⇒ Responsible for managing end to end recruitment process.
- ⇒ Updating the recruitment tracker.
- ⇒ Handling various job portals like Naukri and Monster.
- ⇒ Sourcing candidates through portals, database, references and networks.
- ⇒ Very well handled job postings and Mass Mailing.
- ⇒ Conducting initial interview and assessment based on the psychometric tools .
- ⇒ Facilitating smooth joining of new employees and completing joining Formalities.
- ⇒ Planning induction schedule along with orientation in the Company.

Team Management

Handling 3 Team members

- ⇒ Team performance management
- ⇒ Daily task assignment
- ⇒ Daily work Reports

PERSONAL DETAILS:

Husband's Name	:	Mr. Mani Ram Tomar
Date of Birth	:	18 July, 1989
Language Known	:	Hindi & English

Date:

Place:

(Signature)