

Shalini Agrawal

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To associate myself with the organization, as an executive and be a target-oriented member, Achieve organization mission and objective and help the organization in decision-making.

ACADEMIC QUALIFICATION

- **MBA IN HUMAN RESOURCE** (BSA College of Engineering & Technology DR.AP.J University U.P.)
- **B.Com Bachelor of Commerce** (BSA Degree College Agra university)
- **Higher Secondary- XII from** – CDK Girls Inter College
- **Secondary- X from** – CDK Girls Inter College

WORK EXPERIENCE

Working with “ **Team MP2IT Pvt Ltd**” Mathura as a HR & Admin Executive from Nov 2021 to Present

WORKING PROFILE

Role:

Handling HR & Admin Profile; Manpower Planning, Recruitment, selection, Placement, joining formalities, Induction, Confirmation Procedures, Leave Calculations, Payroll, Transfers Exit Interviews etc.

Job Responsibilities:

- Coordinate with HR Manager for recruitment process. CV shortlisting arrange interview.
- Responsible for the complete joining formalities of new employee.
- Prepare the Offer & Appointment Letter for selected candidates.
- Maintain Leave record of employees, arrange vacation, ticketing etc.
- Daily attendance of employees, leave, O.T., in manual register as well as computer entry.
- Generate Employee Master, Salary Details with contact Details and Pay Structures.
- Generate Monthly Salary for the Employees.
- Updating all the employees' data.
- Looking after all statutory activities related like(PF & ESI).
- Prepare full and final settlement of all employees.

INTERNSHIP

- Worked with “**Swiftmail Communication Pvt Ltd**” Noida As in Intern from June 8th, 2020 To Sep 30th 2020.

KEY SKILL AND MANAGEMENT

- Meeting Objectives
- Promoting Solution
- Identifying Problem
- MS Office (word,excel,power point).
- Internet and e-mail operations.

- Basic completed in MS excel.
- Workshop SAP HCM HR module

ACHIEVMENT

- RESEARCH ON “Development and counseling strategies of Employee Motivation, Retention and Work Ethics. ”As MBA Project.

STRENGTHS

- Good Team Player.
- Self Confidence & hardworking
- Willing to learn and adapt to new opportunities and challenges
- Positive Attitude

PERSONAL DETAILS

Date of Birth : 21st March 1999
Father Name : Mr. Mahesh Agrawal
Languages Known : English, Hindi
Marital Status : Single
Nationality : Indian
Permanent Address : Om Nagar Chamunda Colony, Mathura

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.