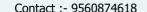
Upasna Chawla

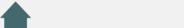
Accomplished HR professional with experience in successfully managing end-to-end Talent Acquisition functions across industries Non-IT and IT vertical for various clients globally.

Creatively source high-calibre candidates by leveraging recruiting software, social media, cold calling and Employee Reference.

Email:- Upasnalove123@gmail.com







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Recruitment Lifecycle Talent Assessment & Acquisition

Sourcing, Screening & Interviewing

Employee Referral Program Database Management

Industry Mapping

Negotiations

Attendance



Admin



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PROFILE SUMMARY

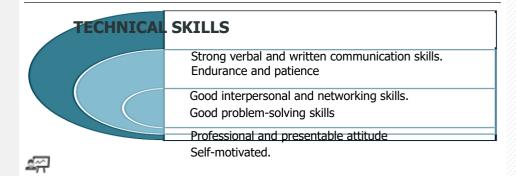
- A dedicated professional with an experience of **over 6 years** effectively performing challenging roles in Non-IT Start-ups, Travel & Tourism, MNC's, Manufacturing & IT organizations; leveraged capabilities in overcoming complex business challenges and making high- stake decisions for leading companies; led their operations using experience-backed judgment, strong work ethic and integrity
- Skilled in formulating talent Acquisition functions with a track record of closing positions in record time with an expertise in using & understanding talent acquisition metrics accompanied with the capability to implement strategies to improve results
- Notable success in sourcing high-caliber candidates by leveraging recruiting software, social media, cold calling, networking, job portals, existing database, headhunting, industry mapping using LinkedIn Premium, IIM Jobs, etc., & employee referrals.
- Spearheaded all phases of **recruitment lifecycle** for identifying the best talent from diverse sources after identification of manpower requirements starting from initial sourcing, screening, selection through offer negotiations, behavioral interviewing, placement, onboarding and relationship management; planned human resource requirements in consultation with heads of different functional & operational areas.

CAREER TIMELINE

Nov'19 till now

Job Vision Consultant, Delhi Asst. Manager-Recruitment

Jun'18 till Nov'19 CREATING VALUES, Delhi **HR** Executive















Nov'19 to Present Job Vision Consultant (Delhi)

Jun'18 till Nov'19 Creating Values Pvt. Ltd. (Delhi)

Growth Path:

2019 to 2021

Asst. Manager- Recruitment

2018 to 2019

HR Executive

Roles Across The Career:

- Responsible for team management, client management, client servicing.
- Responsible for the end-to-end recruitment process which includes understanding the requisition needs, sourcing, screening, evaluating, and short listing, salary negotiation.
- Handing Mid to Senior positions (Semi-Tech & Non-IT).
- Also responsible for international hiring.
- Defining job parameters, sourcing, screening, interviewing & selecting best-option candidates for management positions and supporting staff openings.
- Screening and short-listing profiles as per the requirement; negotiating on salaries and finalizing as per the offer.
- Screening of potential recruits to ascertain their suitability and obtaining information regarding salaries, their availability and so on
- Executing weekly interaction with Business Heads to manage the hiring demand and strategizing the recruitment need for potential deal wins and create funnel for fulfilment
- Setting the social media communication strategy for different job profiles and functions in the organization; scheduling & coordinating the candidates with required panel members of the department (Video Conference, Web Chat, Telephonic, Personal)
- Updating & tracking recruitment files, preparing & placing job advertising across appropriate media, monitored internal job postings & reference & background checks.

Creating Values Pvt. Ltd -

Corporate: -

- Effectively recruited IT and Non-IT Professionals in a time-sensitive environment.
- Working on portals like Naukri, Indeed, Monster, Shine Etc
- Handling and Processing of payroll for all the employees and ensuring the accurate and
- timely disbursement of salaries.
- Maintaining employee Master and Leave Master record.
- Joining Formalities, Induction& Exit Formalities.
- Preparing various letter like offer letter, appointment letter, increment letter, relieving
- letter, warning letter, experience letter etc.
- Preparation of full & final settlement
- Taking 1 round of telephonic round. Background Verifications
- Maintaining Attendance Data through Real soft Machine,
- Taking care of monthly Bills
- Making Salary sheet Vendor Management.
- Supplier Management.
- Handling Purchase Orders and Invoices
- ID Cards, Business Cards
- Follow Ups with clients, candidates & recruiters
- Hiring free lancers Leading Employee Engagement within the company

Job Vision Consultant

Clients: - Ebay, Byjus, Whitehat Junior, Nagarro Software, NEC, Espire Infolabs, Kadence Market Research, Appknox, Hexagon Technology, Alok Industries, Trust Group & many more startups.



Pursuing BBA (Human Resource Management) from UpGrad, 2021-2023
 Interior Designer from Khazani Women's Vocational Institute

PERSONAL DETAILS

Date of Birth: 17th December 1992 **Languages Known:** English & Hindi

Yashikaa Sikri

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+91 8527048046

☑ sikriyashikaa@gmail.com



https://www.linkedin.com/in/yashikaa29/



Gujranwala Town, Part-1, New Delhi - 110009



Work Experience

Sambodhi Research and Communication Pvt. Ltd.

Assistant Manager – Training and HR Operations

July'2015 – June'2022

- Responsible for effective liaison between senior management and employees to maintain and improve company-employee relations.
- Responsible to ensure the compliance of teambuilding activities, employee engagement programs, and corporate events at regular intervals.
- Administer the Project Management System portal and maintain the projects record and provide training on quarterly basis.
- Responsible to ensure smooth transition for on-boarding and exit formalities and schedule orientation and exit interviews and maintain employee records.
- Contributes ideas for new programs, training programmes and CSR initiatives.
- Formulate strategies for learning programs and implement adequate resource allocation strategies.
- Maintain and monitor development plan and organize learning programs and trainings.
- Recognize the training requirement and map-out development plans, conduct market surveys.
- Maintain various database and prepare MIS reports and employee database.
- Prepare contracts and procure information for the internal teams, external/internal consultants with extensive coordination and maintain contract tracker.
- Coordinate and organize trainings on POSH (Prevention of Sexual Harassment) for Internal Committee
 and employee awareness session for the organization and filing annual reports and formulation HR
 policies.
- Responsible to plan and implement various CSR activities within the organization with different NGO'S and encourage employee participation.

DS Digital Pvt Ltd. (Formerly S. CHAND Harcourt India)

Teacher Training Coordinator

October'13 - July'15

- Coordinate with Content Head and I.T. Head for the approval of installation setup from K-12 module.
- Coordinate with Trainers, School Representative and Sales Team to help schedule demo session for trainers.
- Serve as point of contact for inter-department for the update on demo scheduled and conducted.
- Monitor and update monthly reports for accounts and training departments for revenue realization based on categories.
- Compile and document the feedback forms, training calendars, upcoming training schedule, and school file tracker for the inter-department performance.
- Monitor and evaluate training status PAN India and analyse effectiveness through a feedback process with clients.

Training and Development

Division E Director (Clubs comprised in Delhi Region), District 41
Area Director, Division H, District 41, Toastmasters International
PV Toastmasters Club – VP Public Relations
Toastmasters Club of Speaking and leadership - VP of Education
Member of the club

July'2022 - Present July'2021 – June'2022 January 2022 – July 2023 January – June 2021 August'2020 - Present

- Provide positive, supportive, and learning environment for the club members to enhance their public speaking and leadership skills.
- Introduce new members to Toastmasters Pathways learning experience, speech contests, and club mentorship program.
- Responsible to manage 4 clubs and encourage members participation.
- Responsible to schedule and plan club meeting agenda and assign meeting roles to all the members.
- Encourage member engagement on Pathways educational modules and track their progress.
- Provide support to organize meetings and contest for club members.
- Recognize member achievements and share their achievements with club and at community level.
- Compliance with standard procedures, succession planning and problem-solving capabilities to maintain the club.

Education

- Post-Graduate Program: HR Management and Analytics from Amity Future Academy 2022
- **PGDM** from Maharshi Dayanand University (Rohtak) 2013
- B.A (Program in Economics and Advertising) from Delhi University 2011
- Sr. Secondary Examination from Ryan International School 2008

Certifications

- Organizational Learning and Development certification course by SHRM-CP in September 2021
- Introduction to People Analytics by Moscow Institute of Physics and Technology on Coursera Nov'2020
- HR Generalist Training from Croma Campus Pvt Ltd. Jan'2020 May'2020
- Certificate of participation Monitoring & Evaluation for Development Practitioners from 25 27
 October 2015 conducted by Sambodhi Research & Communication Private Limited
- Placement Committee Member of NIMS (Netaji Subhash Institute of Management Sciences) till April 2012
- SIX Sigma Yellow Belt from 7 8 February 2012 by IQCG

Key Skills

Developing and Organizing Training Program	Employee Engagement & Strategic Thinking
Organizational Communication	Project Management System and MIS Reports
Consultancy Contract Management	Onboarding and Joining Formalities
Internal & External Communication	Knowledge of Microsoft Office

CURRICULUM- VITAE

PANKAJ NEGI

H.No.-301, Sainik Enclave Sec-I, Mohan Garden, Uttam Nagar New Delhi-110059. Mobile No- 8447812441 Email id - pankaj2446@gmail.com

Career Objective :-

To be involved in the work where I can utilize and sharpen my skills and looking for a challenging environment that would provide me opportunities to contribute towards the growth of the organization.

Working Experience:-

- KINETIC FACILITIES MANAGEMENT PRIVATE LIMITED (Unitech Limited Opreation & Facility) working as an Facility Executive (H.R & Admin) from April 2022 to Till date.
- Commonforce Service Pvt. Ltd (Unitech Limited Opreation & Facility) working as an Facility Executive (H.R & Admin) from Oct 2017 to March 2022 Till date.

Professional Summary:

- Human Resurses
- General Administration
- Facilities Management
- Resource Optimization
- Vendor Management
- Team Management

Job Profile:

H.R Site

- · Daily Managers Attendance
- Birthday Wishes

- Muster Roll
- Consolidate monthly attendance
- Salary Part & Actual Part Conveyance
- Leave Data
- Interview lineup
- New Joinee Formalities
- Roll out letters (offer, appointment, confirmation etc)
- Misc activities (sending receiving mails)
- · Knowledge about Green Note for formal approval

Admin Site

- Maintaining Water & sewer bill record
- Maintaining Electricity bill Record.
- Maintaining Mobile data card & landline bill record
- Ability to Handle Manpower
- Clarify all general complaint daily basis and clear all complaint as soon as possible.
- Organizing & coordinating business meetings, conferences, birthday parties ETC.
- Event/Club/GYM Management.
- Planning & executing of preventive maintenance/repair task.

Technical Qualification:

- One year Computer Diploma from LBSTI.
- MS Office & MS excel.
- Operating Systems: Window 10, Window 7, Windows 98, 2000, XP & Vista,
- Others: Internet, E-Mail, File Uploading /Downloading & Outlook.

Professional Qualification:-

- B.A. Passed from Delhi University in 2014.
- 12th Passed from NIOS(National institute of open schooling) in 2010.
- 10th passed from CBSE Board New Delhi in 2008.

SKILLS

- · Proficient with MS Word, Excel and Power Point
- · Effective communication skills both verbal and written.
- Strong decision making ability.
- Expertise in office & time management.
- Talented team player with ability to perform multiple tasks.
- Expert to analyse and solve organizational ability.

STRENGTHS

- Habit of hard working.
- · Punctuality.
- · Positive thinking.
- · Sincerity.

Personal Information:

•	Date of Birth	:	07 Aug. 1992
		_	

• Father Name : Sh. Anand Singh Negi

Sex : Male.
Married. : Married.
Nationality : Indian.

• Language Known : Hindi & English

• Hobbies : Sports-Cricket & Chess

Date :	
Place :-	Signature
	(Pankaj Negi)