

Shalu Saini

HR Admin

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CAREER OBJECTIVE

To associate with an organization that promises a creative career in progressive environment so as to enhance my knowledge and skills in the state of new technology and be a part of the team that excels in work towards the growth of the organization.

Work experience

Human Resource Admin

Aug 2021 - Till Now

Yashtala Capital, Noida

- Organising and maintaining personnel records
- Updating internal HR databases
- Preparing HR documents
- Create regular reports and presentations on HR metrics
- Write and post jobs on job portals and Social Media
- Review resumés
- Pre-screen candidates
- Interview applicants
- Discuss benefits and compensation
- Make a hiring decision
- Make an employment offer

Education

MBA(HR & IB)

2019 - 2021

GNIOT, AKTU Lucknow, Greater Noida

BBA

2016 - 2019

DAV Centenary College, MDU Rohtak, Faridabad

12th

2015 - 2016

Rawal Convent school

PERSONAL SKILLS

- Always owned with "can-do spirit".
- Decision-making leadership, acceptance of • responsibility and evidence of team-work.
- Quick learner, resourceful, productive, and with a good sense of humor.
- Comprehensive problem solving abilities.
- Hard worker while creative.
- Able to work independently, as a part of a team, able to vaporize and grasp new things quickly.