

SURBHI SRIVASTAVA

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Objective-

To work in a challenging environment with experienced and talented people, which will help me to explore myself and contribute in the growth of the organization.

Experience-

Company- Data Bridge Market Research Company

Designation	Sr. HR Executive
Duration	May'18- Till date
Location	Gurgaon

Responsibilities:

Talent Acquisition -

- Handling entire non-tech recruitment from Entry level to Senior Management
- Handling the entire Non-Tech Hiring from creating JD, formulating road map for hiring to offer negotiation and closing
- Sourcing the cv through different sourcing channels
- Taking initial round of interview
- Co-ordinating interviews for entire non-tech and Product recruitment process by collaborating with different teams, manager, founders and CEO
- Salary discussion and creating the offer letter
- Maintain Candidate pool by creating Database
- Serving as a liaison with colleges, and industry associations

HR Operations -

- Designed Onboarding process
- Worked on whole employee life cycle.
- Designed Exit process, created new exit form and streamlined the process

Payroll -

- Maintain Biometric Data and attendance for entire organization
- Collect Payroll Inputs and Collate them
- Maintain Arrear details
- Pay Sheet Management and Summary Creation
- Co-ordinate with Recruitment vendor, Audit the finalized data and process the payroll

Performance Management: Co-ordinate and handle the entire Increment, Promotions Cycle

Working & updating the employee information on HRMS.

Summer Internship-

Company – ACS Consultancy

Designation	HR Intern
Duration	2 Months
Location & Duration	Jaipur
Responsibilities:	
<ul style="list-style-type: none">• Take mandate for the client company of ACS Consultancy• Go through the job description provided by the client company• Understanding about the nature of business of the client company and the industry from which it belongs• Making search for the candidates and creating a database for the opening in client's company• Screening of potential candidates• Filtering of candidates done on basis of screening process• Candidates who have cleared the screening round are called up for the personal round interview	

CERTIFICATIONS & ACHIEVEMENTS

- Won Inter College Dance Competition at Graduation Level.
- Won athletics Competition in School.
- Won the second prize in dance competition at Lucknow Public School
- Won first prize in Indradhanush in Forza at ISB&M
- Winner in inter school quiz competition at Lucknow Public School

EDUCATIONAL QUALIFICATIONS

Duration	Degree/Examination	Institute	CGPA/%
2016-2018	PGDM (Human Resources & IR)	ISB&M	4/6
2012-2015	B.COM	Lucknow University	59.00%
2010-2012	Class XII	Lucknow Public School	78.00%
2009-2010	Class X	Lucknow Public School	70.00%

EXTRA CURRICULAR & HOBBIES

- Worked as a member of NSS camp
- Coordinator of the inter-college fest
- Active participation in cultural activities at Lucknow University
- Won Asli treasure Event by TOFI, ISB&M
- Dance coordinator at graduation level in college

Learning Outcomes:

- Time Management
- Decision Making Power
- Leadership Skills

This is to certify that the information given above is true to the best of my knowledge.

Surbhi Srivastava