



**SHASHI RANA**  
**Contact No.: 8527859428 /7827311478,**  
**Email: Shashi.rana21@gmail.com**  
**Current Add: Green Park, New Delhi,**

**Professional Summary**

- More than 5.5 years of experience in the field of HRM.
- Experienced in man power planning, recruitment, developing performance management system, developing employee welfare programs, identifying training needs and conducting training, employee grievance handling, developing and implementing disciplinary policies, conducting exit interview, final settlement of employees.
- Good communication and interpersonal skills.

**Skills**

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| <ul style="list-style-type: none"><li>• Self-motivated Extremely organized</li><li>• Data Management and documentation</li><li>• MS office, Excel, PPT proficient</li><li>• Flexible</li><li>• HR Management,</li><li>• Staff Retention</li></ul> | <ul style="list-style-type: none"><li>• Recruiting and Selection Techniques</li><li>• MS office, proficient</li><li>• Employee Relations and Benefits</li><li>• Goal Oriented</li><li>• Payroll, on boarding</li></ul> |
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**PERSONAL SKILLS**

- Excellent grasping capability and self-starter
- Restless, Initiator, Team Player.
- Comprehensive problem-solving ability,
- Good verbal and written communication skills.
- Good supervision as well as ability to deal with people diplomatically.
- Willingness to learn, team facilitator, hard worker, multi-tasking.
- Effective negotiating skill.
- Ability to manage multiple projects simultaneously
- Ability to think, plan, and execute resourcefully.

**Work History**

Manager- Human Resource, Gurugram	Jan'21 to Present
<b>AutoFlipz Car experts Solutions</b>	
<ul style="list-style-type: none"><li>• Developing the HR plans and policies in conjunction with the company's over all development plan.</li><li>• Overall responsibility of man power planning and recruitment.</li><li>• Developing the induction programmes for the new recruits.</li><li>• Working out the compensation plan and policies.</li><li>• Conducting researches to study the current compensation trends in the market.</li><li>• Developing and implementing the performance appraisal system for the company and co-ordinating it with other line managers.</li><li>• Coordinating with finance department for processing of payments to employees.</li><li>• Identifying the training needs, developing training programs to ensure constant learning and development of employees.</li><li>• Establishing a proper organizational structure.</li></ul>	

- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Settled the HR department for AutoFlipz from scratch in 2021.

Manager– Human Resource, Noida

Nov’19 to Oct’20

V2 InfoTech LLP (Sister Companies: leaseonclick, sulite, Hello burger)

- Overseeing the full recruitment cycle, IT Non-IT.
- Providing specialist information and guidance to employees and managers on HR policy and practice and employment law.
- Managing the annual salary review process for the company. Promoting equality and diversity in the recruitment process.
- Ensuring that all company policies and procedures are up to date in line with current employment law. Supporting supervisors to ensure the success of their teams.
- Ensuring that the correct recruitment and selection procedures are adhered to.
- Managing pay-roll operations.
- Advising on staff promotions.
- Assisting with day-to-day HR related questions.
- Conducting interviews and reference checks on job applicants.
- Investigating disciplinary and grievance matters.
- Developing HR policies.
- Manage maternity leave requests and administration.
- Planning, and delivering, training, including inductions for new staff.

Asst. Manager (Human Resource and Operations) – New Delhi

May’18 to Oct’19

RAFA international pvt ltd.

- Set Objective for the HR Team and track Progress.
- Hands on experience into Recruitment in all sectors.
- Handling end-to-end recruitment process Including Blue Collar and white collar Profiles for Middle East and Domestic Clients.
- Rich exposure into Recruitment for Top companies in all verticals (IT & NON-IT)
- Responsible for all middle and senior level recruitment.
- Monitor internal HR systems and databases
- Act as a consultant to managers and staff regarding policies and procedures.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Support all internal and external HR related inquiries or requests. Maintain digital and electronic records of employees.
- Maintain calendars of HR management team, Assist with performance management procedures.

Domestic Client worked for:

Bright Leaf Biz Solutions India Pvt Ltd, Pune, (IT), Dey Lewis Pharmacy, Ahmedabad (Pharmacy) Telco Communications, Bangalore (Marketing and Advertising), Maharishi Ayurveda, Noida (Healthcare), Nearby Technologies (Financial Services), Epicu Agro Products Pvt Ltd - Parle Group, New Delhi, (Beverage Industry), Scootsy Logistic Pvt Ltd, Mumbai (E-Commerce), Manya Group, Delhi (Education), Institute of Creative Excellence (ICE), (Media & Entertainment), Woods at Sasan, (1000 Island) Gujarat, (Hospitality), TIW Private Equity, New Delhi (Agnostic Industry), Chola mandalam Investment and Finance Company, (Financial Services), Star Mobitel, New Delhi (Telecom), Prime Research, Gurgaon (KPO).

International Clients worked for:

Al Masaood LLC, Abu Dhabi -UAE (Automotive, Marine, Real Estate and various other sectors)  
AESSCO, KSA (ICT & Govt. Projects), Al Heeya Works LLC, Dubai -UAE (Interior Designing), Landmark Group, Abha - KSA (Retail), Tinka General Contracting LLC, Dubai- UAE (Maintenance & Construction), Khusboo Technical Services, Dubai- UAE (Maintenance & Construction), Natural Green in Agriculture & Vegetable Packing, Riyadh-KSA, Universal Cold Store, KSA, WETICO. Riyadh, KSA (Water Treatment).

HR Manager- Okhla, New Delhi  
Zeyan International manpower services

May’16 to April’18

- Recruits, interviews, tests, and selects employees to fill vacant positions. Recruiting for White caller Profile (Management, Hospitality, Engineers, Nurses, Accountant) All Senior Profiles like HR Manager, Deputy Managers, Senior Engineers, Project Manager, Senior Accountant Etc.
- Prepare and post jobs to appropriate job board,Take care of documentation and other inventory.
- Screen candidate’s resumes and job applications,Developed Creative recruiting strategies that anticipated staffing needs
- Conducting recruitment/exit interviews and recording them appropriately,Conduct aggressive background verificationcheck to ensure candidates authenticity.

Senior Educational Counselor  
Meritnation, com (Naukri.com joint venture)

May’15 to April’16

- Counsel Students for smart study through online education portal,Counsel students regarding educational issues such as course and programselection.
- Counsel to 1<sup>st</sup> to 12<sup>th</sup> Standard CBSE, ICSE for Online study, sample paperguidance,Guide students regarding online Tuition and smart study, homework help through theonline. To help to students for Doubt clearing Classes online,
- Educate students for interactive study martial for important competitive examssuch as JEE Mains and JEE advanced, PMT, NDA.

Customer care executive  
Taurus Technology

Jan’13 to May’15

- Working for Airtel lease line connection feedback desk.
- Building and maintaining relationships with clients and key personnel within customer companies.Conducting business reviews to ensure clients are satisfied with their products and services,Handle phone, internet and face to face interactions with customers.Manage client adjustments, claims, quotations, and process customer orders.

Professional Qualification

MBA-Human Resource Punjab Technical University	2012
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Academic Qualification

Graduation in English Literature Hemvati Nandan Bahuguna Garhwal University Dehradun	2010
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Personal Information

	21/12/1989
• Date of Birth	Female
• Gender	Indian
• Nationality	
• Marital Status	Single
• Languages Known	English & Hindi

DECLARATION

I hereby declare that the provided information is correct to the best of my knowledge and belief.

Shashi Rana