

Shivani Santoshi

New Delhi, Delhi

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8595240295

- **STRENGTH:** Able To work in Independent and Team Environments, Ability to adjust myself in any environment.

Work Experience

Human Resource Executive

Simran Manpower (A Division of Simran Holidays Pvt. Ltd.)

September 2019 to July 2020

Duration 17 September 2019 to 10 July 2020

Operation:

- Handling the Employees Database (Both in Soft Form and Files Management).•
- Leaves and Attendance Management. •
- Preparation of CTC Breakup. •
- Completing Joining formalities of new Joining. •
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive •
- Prepare various Offer, appointment letter, experience letter etc. •
- Confirmations, Performance Appraisals & Performance Management. •
- Handling employee's full & final settlement, exit interview process. •
- Working with company CEO to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees. •

Employee Relation:

- Handling all the queries of the employees related to Salary, Leaves and Attendance, etc. •
- Handling all issues related to office timings & grievance. •
- Explain the various policies, strategies and benefits to employees. •
- Monthly celebration, welfare activities, arranging events. •

Talent Acquisition:

- Managing the End to End full recruitment cycle •
- Have very good experience of Recruitment till Higher level Management. •
- Sourcing candidates from Portals, reference, mass hiring, head hunting, •
- Resume Screening, telephonic interview of candidates. •

Human Resource Executive

MD Wireless India Pvt. Ltd

July 2017 to July 2019

Job Responsibilities:

- Worked with CRM Software. •

- Searching and short-listing quality profiles through Employee Referrals, and Job posting in the various portals. •
- Maintaining record of attendance. •
- Induction of new employees and briefing them about the company HR policies, leave & attendance system, teams & concerned people he will be associated with. •
- Screening the candidates and follow up the candidates till joining. •
- Doing job posting on portals and manage the job •
- Reference check of new hire. •
- Prepare and maintain leave status of all employees and updating them. •
- Preparing leave record on monthly basis & sending to different heads •
- Sending warning mails to employees coming late on daily basis. •
- Maintain the employee attendance & generate the attendance report for the salary process. •
- To co-ordinate with the finance for the salary process. •
- Responsible for employee engagement activity like Sending Morning mail and Birthday mails, Preparing for Birthdays, Festivals, Rewards & recognition programmers. •
- Manage all admin work. •

HR-Executive

Pyramids Marine & Aviation Management Pvt. Ltd
January 2017 to June 2017

Duration 03 January 2017 to 23rd June 2017

Job Responsibilities:

- Managing complete recruitment, advertising vacancies, sourcing screening and short listing resumes through jobs portals, social media & references. •
- Taking telephonic interviews of candidates. •
- Going Through the recruitment, matching profiles, Screening and short listing. •
- Handling all Social media accounts & Websites of all ventures. •
- Make necessary entries for new joiners. Responsible for induction and orientation of new jonniees. •
- Prepare various Offer, appointment letter, experience letter etc. •
- Scheduling interviews with the candidate through mail as well as through phone for the conformation. •
- Maintain and update daily, weekly and monthly report. •
- Maintain HR file record and Employee database •
- Store Development and staff training. •
- Managing all administration function including maintenance of Attendance records (All Ventures), Office Management and up keep of office complex, •
- Handling Clients & Customers inquiry & Complaints. Resolving payments related issues. •
- Responsible for employee engagement activity like sending morning mails, and Birthday mails, preparing for birthdays, Festivals, Rewards & reorganization Programmers. •
- Attending Drives, Seminars giving presentation at the drives and seminars, taking interviews of Aviation and Marine •

Front Office Executive

Pyramids Marine & Aviation Management Pvt. Ltd
September 2016 to January 2017

Duration 31st September 2016 to 03rd January 2017

Job Responsibilities:

- Welcomes visitors by greeting them
- Answers the phone while maintaining a polite, consistent phone manner using proper telephone etiquette
- Being the mirror of the organization, to behave in a very professional manner and always acquiring the professional ethics
- Taking care of dispatch, keeping records for incoming and outgoing Letters
- Maintaining of Stock Registers (First aid, Stationery, etc.)
- Directs visitors by maintaining employee and department directories giving instructions.

Education

Bachelor's in Humanities

Delhi University - New Delhi, Delhi

Diploma in Information & Technology

Lal Bahadur Shastri Training Institute - New Delhi, Delhi

Skills / IT Skills

- MS
- Office
- CRM
- Corel draw
- C & C++
- Oracle & Visual Basic
- Team Building
- Time & People Management
- Ability to co-ordinate, Motivate with team. INTEREST
- Badminton and Lawn Tennis
- Traveling exploring new places.