

# 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

Contact :- 9560874618



## 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.

### Recruitment Lifecycle

### Talent Assessment & Acquisition

### Sourcing, Screening & Interviewing

### Employee Referral Program

### Database Management

### Industry Mapping

### Negotiations

### Attendance

### Admin

## CAREER TIMELINE

### Nov'19 till now

Job Vision  
Consultant, Delhi  
Asst. Manager-  
Recruitment

### Jun'18 till Nov'19

CREATING VALUES, Delhi  
HR Executive

## TECHNICAL SKILLS

Strong verbal and written communication skills.  
Endurance and patience

Good interpersonal and networking skills.  
Good problem-solving skills

Professional and presentable attitude  
Self-motivated.

## WORK EXPERIENCE

**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.
- Handling 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.

## EDUCATION

- **Pursuing BBA (Human Resource Management)** from UpGrad, 2021-2023

**Interior Designer** from [Khazani Women's Vocational Institute](#)

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## PERSONAL DETAILS

**Date of Birth:** 17<sup>th</sup> December 1992

**Languages Known:** English & Hindi

# Yashikaa Sikri

+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

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# **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

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### **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.
- **Marital Status** : Married.
- **Nationality** : Indian.
- **Language Known** : Hindi & English
- **Hobbies** : Sports– Cricket & Chess

**Date :- .....**

**Place :-**

Signature  
**(Pankaj Negi)**