

SHREYA SAXENA

Noida · 7302211890

Saxena.shreya15@gmail.com

Result oriented HR Executive with good experience in multiple areas of HR including Recruitment, Team Leading and Employee Management. Highly motivated to learn, grow and excel in the same.

EXPERIENCE

MBBSDirect Consultancy Pvt. Ltd (Nov 2020 – Till Now)

HR Coordinator

- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Maintaining HR records, such as those related to compensation.
- Managing workplace safety issues.
- Communicating and explaining the organization's HR policies to the employees.
- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Handling the full and final settlement of the employees.
- Preparation of salary statement.
- Maintains payroll guidelines by writing and updating policies and procedures.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Preparing letters such as offer and confirmation.
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization.

Qualihires (Sept 2019 – June 2020)

Recruitment Associate

- Recruitment, Bulk Hiring, Talent Acquisition
- End-To-End recruitment from sourcing to on-boarding.
- Sourcing relevant profiles from Portals, internal Database, Mass Mailing, Referencing & posting of job over portals.
- Understanding and analyzing various client's requirements in different skill set categories.
- Scheduling interviews, getting feedback from both the client & candidate after the interview.
- Ensure that the candidates attend the F2F interview at the stipulated time.
- Ensure strong follow-ups with the candidate post the offer till joining.
- Self-performance in recruitment.

Parcha Infosystem Pvt. Ltd. (June 2018 – Sept 2019)

HR Executive

- Responsible for end to end recruitment for Middle and Senior level both it and non-it positions to fulfill the internal as well as client requirements.
- Sourcing profiles through job portals and working on them effectively.
- Day to day Coordination with the clients regarding the given positions and the profile related queries.
- Understanding the needs of various well-established and new clients.
- Well-trained in Consulting, Mapping.
- Providing a high-performance delivery as per the requirement of each and every client.
- Sourcing candidates through various modes of recruitment (job-posting, Job-portals, reference-pulling, head-hunting personal-resume collection).
- Generating leads by submitting the candidates as per the given positions.
- Managing the database, Clients Trackers.
- Responsible for salary making.
- Documentation of the new joiners and employees.
- Day to Day Coordination in the Daily work to do as HR.

EDUCATION

2018

MBA, GLA UNIVERSITY, MATHURA

2016

B.COM (HONS), INVERTIS UNIVERSITY, BAREILLY

SKILLS

- Talent Acquisition
- Bulk Hiring.
- Personnel recruitment
- Organizational Development
- Microsoft Office
- Supervision
- Teamwork

PROFESSIONAL TRAINING

Project 1

Project Title: "Recruitment & Selection Process".

Project Area: Human Resource Management

Company : "ERA Infra Ltd. Noida"

Purpose : To get the practical experience about the working in corporate and the recruitment & selection policies

Project 2

Project Title: HR Policies

Project Area: Human Resource Management.

Company : “Dish TV India Ltd. Noida”

Purpose: To enhance my skills and knowledge and to take the experience of working in a corporate centre.

EXTRA CURRICULAR ACTIVITIES

- Participated in interstate Dance Competitions.
- Participated in Half Marathon Conducted by Invertis University Bareilly.
- Participated in college events.

HOBBIES

- Dancing
- Singing

PERSONAL INFORMATION

Father's Name: Mr. Atul Saxena

Date of Birth: 24 April, 1997 Languages: Hindi,

English Address: Matra Pitra Chhaya

Gangeshwar Colony, Kasganj
207123

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge