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| **Shweta Dubey**  **Email ID-** [tiwari.shweta064@gmail.com](mailto:tiwari.shweta064@gmail.com)  **Contact No.** +919462574327  **Career Objective**  Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organisation. I have **1.2 Year** of experience as **HR Executive.**  **Key Responsibilities Handled**   * Assist the HR manager in planning of Organizational recruitment. * Take the interview of the recruiters. * Make the joining documents of recruiters. * Convey the Policies and rules to the employees. * Maintain the records of employees. * Track the daily attendance of the employees. * Present the employees performance report in front of HR manager.   **Job Responsibilities**  **1. Recruitment**   * Resourcing, screening and short listing resumes through various job portals. * Short listing the resumes based on the job requirement. * Conducting telephone and Personal interviews with the HR Manager & Department heads. * Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation. * Profile handled – IT and Non IT.   **2. Training & Development**   * Identification of training needs and nominating candidates for training. * Coordinating with the External Trainers regarding the Training schedule. * Scheduling the Training Program & collecting the Feedback. * Issuing training certificates after completion of the training. * Evaluation of the employees post training program.   **3. HR Administration**   * Maintaining employee’s personal files and records. * Designed Policies and Various HR Forms and Induction Program. * Tracking attendance, maintaining leave records, PF records, issue letters, etc. * Preparation of full and final settlement. * Generation of Experience Letters, Relieving Letters. * Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.   **4.Talent Engagement / Employee Relations & Communication**   * To detect and handle complaints, disputes and grievances of all staffs and to report them to the Project Managers (Project Manager of Site) and Management. * Resolving issues, problems and complaints related to policy interpretation, time office, PF & ESI issue and payroll. * Facilitating healthy organizational culture by promoting open house discussions, employee suggestion schemes, CMD Open Session. * Developed a system of regular Employee Engagement Activities like Birthdays, Silver Jubilee Celebration and Festival themes celebrations & other weekly activities. * Handling Separation Mechanism & providing the inputs based on Exit Interview to management in view to strengthen the system. * Responsible for initiating & implementing internal company transfers. * Handling legal issues in coordination with Advocate.   **Experience (1.2 Month)**  **Designation - HR Executive.**   * Worked as an HR executive in W3care Technologies From January 2016 to June 2016. * Currently working with as an HR Executive “YORSHR Private Limited” From June **2017 to till Now.**   **PERSONAL PROJECTS**   * An Descriptive Study of Recruitment and Selection le acquisitions, from due diligence to conversion.   **Computer Knowledge**   * Rajasthan Knowledge Corporation Certified.   **EDUCATION**  **School**  **High School**   * Akashdeep Public school in 2008 at Jaipur Rajasthan (Higher Secondary Boards)     **Graduation**   * Bachelor in Art’s From Kanoria college in 2008-2011 at Jaipur Rajasthan (India Courses)   **Post Graduation**   * MBA - HR in 2011-2013 From Suresh Gyaan Vihar University at Jaipur ,rajasthan.   **Personal Details**   * Shweta Dubey * Email Id- [tiwari.shweta064@gmail.com](mailto:tiwari.shweta064@gmail.com) * Contact No. +919462574327 * Marital Status – Married * Dob – 31th December 1990 * Current Address: Flat No-903, Vrindawan Heights, Amanora Park Town City, Hadapsar, Pune, Maharashtra. |
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