# Curriculum Vitae

**Shivani Mahajan**

H.No-1660,

Sector-9, Faridabad

**Contact No.** +91-9999183984

**Email:** shivanimahajan.inc@gmail.com

**Career Objective:**

Possess excellent Interpersonal, Communication & Organizational skills with proven abilities in Human Resource Management, Team Management & Customer Relationship.

**Skills:**

* Adaptability
* Team player
* Hard worker
* Interpersonal skills

**Educational QUALIFICATION:**

* MBA (Human Resources) from ICFAI National College, Noida in the year 2010.
* Diploma in Modern Office Practice from Board of Technical Education, Delhi in the year 2008.
* Graduation from Delhi University in the year 2008.
* 12th and 10th from CBSE in the year 2005 and 2003 respectively.

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| **WORK EXPERIENCE:** |

**Vidya Sanskar International School**

**HR Manager - July 2012 - Till Date**

* Responsible for employee recruitment to ensure that staffing levels are sufficient to deliver the curriculum of school in efficient and cost-effective way.
* To lead and manage the interview process and timetable of the interview day.
* Upon appointment, coordinate for the appropriate documentation to be completed for appointment letter.
* Provide human resource operational support across all employee type including faculty and non-faculty employee.
* Responsible for interpretation of HR policies and advice on HR issues.
* To be responsible for maintenance of up-to-date accurate personal records for audit requirements.
* Responsible for staff induction (new joiners) and training workshops for the staff members.
* To track and monitor the staff absence.
* Responsible for exit interview process.
* Responsible for maintaining good employer-employee relations to maximize productivity.
* Assist employees in addressing questions or issues regarding benefits, time reporting, or leave issues.

**SDS Infracon Pvt Ltd**

**Assistant Manager (Operations) - Sep 2010 - Oct 2011**

* Authorized signatory of M/S SDS Infracon Pvt Ltd.
* Recruitment and selection of employees.
* Carrying out the induction and joining formalities for employees.
* Updating daily employees report to manager.
* Understanding the employees concern and ensuring the resolution for the concern
* Handling real estate broker’s network-initial interaction with interested brokers.
* Taking care of business development, and public relations.
* Responsible for maintaining product inventory & issuing the same.
* Handling buyer builder agreement.
* Maintaining management information system (MIS) and client information system.
* Worked on brand building.

# Training:

**(1)** **SIP (Summer Internship Program)**

**Company:** Vayam Technologies Ltd., Connaught Place

**Job Post:** Summer Trainee **:** 1st April 2009 to 25th June 2009

**The project Experience:** A project on “The Working Environment at Vayamtech”

* Conducted Survey
* Prepared Questionnaire
* Sample size was 30

**On the Job Experience:**

* Maintained database of employees
* Worked on HRIS
* Worked on ALMS
* To call employees
* CV formatting
* Arranged forms of PF’S and ESI
* Small project done on “Status of I-Cards”
* Maintained personal files of existing employees as well as new joinees.
* Prepared details of employees who have undergone various trainings in the past one year.
* Formatted the HR Policy handbook.

**Academic Achievements:**

* Awarded a merit certificate for English in 2008 during the diploma course.
* Rewarded for consistent performance during the summer internship program.