

SHUBHANGI SHAH

Mobile: 9716964687 ~ E-Mail: shubhangi.shah.s2@gmail.com

MBA – HR with 7 years of experience. Seeking assignments in Human Resource Management with an organization of high repute

PROFESSIONAL SYNOPSIS

- Human Resource Professional with 7 years of experience in Human Resource Management and Administrative Operations.
- An effective communicator with the ability to work under pressure and stressful situations.
- Proficient at administering the Talent Acquisition, Vendor Management, Induction Process, Training and Development, Policies Implementation, Employee Relation, Exit Management, etc.
- Tech savvy and adept in performing in under pressure and under situational bottlenecks.
- Knowledge of PF & ESI, Gratuity, Bonus, Income Tax.

PROFICIENCY FORTE

Staff Recruitment & Retention	Talent Management	HR Policies/ Best Practices
Orientation & On-Boarding	Time, Attendance Management	Employee Engagement
HRIS/ MIS/ Trackers	Performance Management	Payroll Management
Training & Development	Employee Relations & Events	JD & Organization structures
MOUs/ SOPs	Administration	Exit Management

CAREER CONTOUR

Nurturing Green, Noida: Since Jan' 16 to Present Manager - HR

Accountabilities:

- Talent Acquisition (Non IT) - Planning manpower requirements & budgeting in consultation with Department Heads, thereby guiding the recruitment function in the organization as per the planned manpower budget; deploying mixed channels to attract the right talent.
- Completing all hiring and joining formalities viz., Issuing Appointment letters, Reference Checks, Documents etc.
- Ensuring the induction formalities, introducing new hires to various departments, & educating them about company policies and rules to be followed.
- Maintaining attendance & leave records, time office management, taking care of employee's salary related issues, Ensuring timely and accurate payment of salaries, Generating salary slips.
- Liaisoning with the bank official in regard to opening of Salary A/c.
- Organizing employee engagements & OD programs and ensuring prompt resolution of employee grievances & maintaining cordial employee relations; tracking, investigating & closing the cases of disciplinary/ background verification. Maintaining Employee personal file and records.
- Payroll processing, Full and final settlement. Compliance handling i.e. PF, ESIC and LWF. Processing Claims & Reimbursement – Mobile, Petrol, Travelling, etc.
- Formulating, implementing and communicating HR budgets, policies and SOPs in line with changing business environment
- Cost Control Mechanism: Regular Check on all admin related expenses to maintain the Cost minimization and Optimization, like pantry, stationary and other office expenses.
- Management and monitoring of official identification (visiting cards, official email ids, etc.).

Significant Contribution/ Highlights:

- Have resolved the major issues/ concerns of Employees' PF, by doing liaisoning with EPFO officials, single handedly.

- Received “WOW Award (Woman of Wisdom Award)” in Nurturing Green in the month of Apr’17.
- Have managed setting HR department, setting up of HR Policies & Processes, been SPOC for Employee engagement activities, Team building activities, manpower budget, making employees understand the Mission, Vision & Goal of the organization.

Maxposure Media Group (I) Pvt. Ltd., New Delhi (Gruner + Jahr): Since Dec’ 13 to Jan’16

Assistant Manager - HR

The Growth Path:

Apr’15 - Jan’16 Assistant Manager - HR
Dec’13 - Mar’15 Sr. Executive - HR

Accountabilities:

- Talent Acquisition (IT, Non IT) - Receiving requirement from the different departments for new employment, Preparing Job Description according to the requirement & Sourcing profiles from job portals/ references to close the request against new openings. Expertise in vendor management and social media recruitment.
- Salary & date of joining negotiations, making confirmation regarding new hires. Preparing Letter of Intent, Letter of Appointment, Pay Structure, Bank Account Form.
- Completing all hiring and joining formalities viz., Issuing Appointment letters, Reference Checks, Documents etc.
- Ensuring the induction formalities, introducing new hires to various departments, & educating them about company policies and rules to be followed.
- Also conducting training session for understanding current organization policies, Office Management and Ethics.
- Maintaining attendance & leave records, time office management, preparing monthly salary sheets, taking care of employee’s salary related issues, Ensuring timely and accurate payment of salaries, Generating salary slips.
- Liaisoning with the bank official in regard to opening of Salary A/c.
- Maintaining Employee personal file, records and internal HRIS.
- Responsible for answering queries on the performance management system in the organization.
- Conducting regular one on one sessions, counseling sessions, grievance handling etc.
- Preparing increment letter and salary certificate for current financial year.
- Co-ordinate in-house events like birthday celebration at the end of each month, New Year, Diwali celebrations.
- Arranging employee engagement activities.
- Managing employee Exit formalities and ensuring a smooth separation process, conducting detailed exit interviews and post exit analysis. Full and final settlement.
- Payroll processing via payroll software, PF.
- Vendor Management: Finalization of vendors with the appropriate quotations.
- Cost Control Mechanism: Regular Check on all admin related expenses to maintain the Cost minimization and Optimization.
- Processing Claims & Reimbursement – Mobile, Petrol, Travelling, etc.
- Management and monitoring of official identification (Press cards, visiting cards, official email ids, etc.).

Significant Contribution/Initiatives:

- Selected as “Employee of the Month” in Maxposure Media Group for exemplary performance and teamwork for the month of June’15.
- Launched “HR Dashboard” showcasing an overall summary of the month with data & analysis of various processes.
- Documented the “Standard Operating Procedures” of Maxposure – HR.

Clay, New Delhi: Since Sep’ 12 to Dec’13

Executive - HR

Accountabilities:

- Talent Acquisition (IT, Non IT) - Receiving requirement from the different departments for new employment, Preparing Job Description according to the requirement & Sourcing profiles from job portals/ references to close the request against new openings.

- Expertise in vendor management and social media recruitment.
- Salary & date of joining negotiations, making confirmation regarding new hires. Preparing Letter of Intent, Letter of Appointment, Pay Structure, Bank Account Form.
- Completing all hiring and joining formalities viz., Issuing Appointment letters, Reference Checks, Documents etc.
- Maintaining Employee personal file, records and internal HRIS.
- Grievance handling.
- Co-ordinate in-house events like New Year, Diwali celebrations.
- Arranging employee engagement activities.
- Management and monitoring of official identification (ID cards, access cards, official email ids, etc.).
- Managing employee Exit formalities and ensuring a smooth separation process, conducting detailed exit interviews and post exit analysis.

Prasha Solutions Pvt. Ltd., Delhi: Since Feb' 12 to Sept'12
HR Recruiter

Accountabilities:

Handle end-to-end Recruitment for various sectors like Construction, Real Estate, Consumer Durable, IT/ BPO/ KPO, Retail, BFSI etc.

Key Clients: Simplex Infrastructures, Ahluwalia Contracts, SEW Infrastructure, JBA Concrete, Lodha Group, Cyrus Infrastructure, Daikin Air-conditioning, India Info line, Café coffee day, Interglobe Technologies, Convergys, Keane India, Genpact, etc.

SCHOLASTICS

- Regular PGDBM with specialization in Human Resource from NDIM, New Delhi (2011).
- B.B.A (e-Commerce) from Integral University, Lucknow (2008).
- 'O' level from DOEACC Society.
- **IT SKILLS:** Well versed with MS Office, Star Office, JAVA, FoxPro, HTML, C++, Oracle 8i, VB.NET, HRIS, Computax and Internet Applications.

EXTRAMURAL ENGAGEMENTS

- Got scholarship in PGDBM.
- Got appreciation by Store Manager of Big Bazaar, for launching The Newsletter.

PERSONAL DOSSIER

Husband's Name	Mr. Vishnu Vishwakarma
Date of Birth	22 nd November, 1986
Linguists abilities	English & Hindi
Marital Status	Married
Hobbies	Traveling, Mentoring, Solving Brain Teasers, Baking.
Contact Address	#704, 7 th Flr, CV5, Supertech Capetown, Sector 74, Noida

(SHUBHANGI SHAH)