

SHIKHA TANWAR

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CAREER OBJECTIVE


To accomplish a challenging work environment, which would provide me valuable learning and professional growth, at the same time help me in contributing meaningfully to the growth of the organization.

EXPERIENCE

Duration	Company Name	Designation	Location	Role
March 2019 to till date	Girikon Solutions LLC (Salesforce Silver Consulting partner) 	HR Executive	Noida	HR Executive

Responsibilities:

- Preparing Offer letters and explaining the salary details and maintaining database of joining formalities.
- Responsible for full life cycle of recruitment in IT/Non- IT domain for In-house.
- Involved in end-to-end recruitment for mid and senior level hiring.
- Sourcing profiles from job portals like Naukri.com, Hirist, & LinkedIn also from internal database, references, Headhunting, Social networking sites.
- Ability to technically evaluate/interview candidate.
- Develop and maintain relationships with potential candidates.
- Handling Middle to senior requirement in various sectors.
- Recruiting and coordinating for Recruitment Drives, Walk-Ins.
- Regular communication with Managers and Leads of different departments for hiring suitable resources.
- Supervising the Joining formalities and documentation process post selection develop the Business.

Duration	Company Name	Designation	Location	Role
June 2017 to Feb 2019	Empower IT Systems Pvt. Ltd. 	HR Executive	Noida	HR Executive

Highlight – Deputed to client location – **Indiabulls Ventures Ltd**, gurgaon

Recruitment, HR Operations, HR Administration, Training & development, Performance Management, Compensation & Benefits, Statutory compliances, Records Management, Payroll Management, Timesheet Management, Coordination, Client Handling, Team Handling.

Responsibilities:

- Handle the Whole HR Department as well as Admin.
- Lining-up the Candidates for the Interviews.
- Releasing Offer Letter.
- Maintaining documents of the Employees
- Doing all the Joining Formalities
- Joining and Induction
- Handling team
- Handling Separation/ Exit Formalities Process
- Support to HR Head in HR activities
- Employee Grievances
- Maintain Attendance & MIS sheet.
- Payroll
- Maintain all the records related to HR & Accounts.

ACHIEVEMENT AND AWARDS

Certification of Appreciation in Quarter 2 – 2017

INTERNSHIP EXPERIENCE

Intern at IBM CE – KVCH, Noida and Done HR Generalist Practical Training and Worked successfully on Project - A Study of Training & Development (June 2016 to July 2016), (Duration-6 weeks)

SKILLS SET

- Learned about - How to do Employee Screening, How to carry out Joining Formalities, Recruitment & Selection, How to prepare Appointment Letter, Employee Engagement, Change Management, Retention Strategy, Training and development, Competence Mapping, Career Planning, How to prepare Job description, Training Planner & Training Module, How to do SWOT Analysis, Performance Management System, Manpower Planning, Grievance Handling, Labor Laws, Pay Roll Management, HR Dashboard, HR Balance Score Card, HR Admin Function & Exit formalities.
- Learned about “How to Calculate Attrition Rate”.
- Prepared HR policies like Timing policy, Dress policy etc. with assistance from Trainer.
- Learned about “How to Calculate the benefits employee will get such as ESIC, PF, LEAVE amount, OVERTIME Amount, GRATUITY Amount etc and documenting them.
- Learned about “How to Prepare Salary Slip”.



Business
Partner



EDUCATIONAL QUALIFICATION

Course	School/College	Affiliation	Specialization	Percentage	Year of Passing
MBA	KIET, Ghaziabad	APJAKTU	HR/Marketing	70.2 %	2017
BBA	ITS Mohan Nagar, Ghaziabad	CCSU	Commerce	64%	2015
Intermediate	CCDPS, Ghaziabad	CBSE	Commerce	68%	2012
High School	CCDPS, Ghaziabad	CBSE	All Subjects	53.2%	2010

VALUE ADDITION PROGRAM

- Worked as HR Assistant with SAE Collegiate Club of KIET Group of Institutions (2015-2016)
- Successfully Completed HR & Marketing Program Organized by HCL in academic year 2012-2015 (duration-100 hrs)

EXTRA QUALIFICATION

- Certification in Computer Application
: Microsoft Office 2013/Advance Excel



KEY ATTRIBUTES

- Team Player
- Willing to Work Under Challenging Environment
- Willing to Try New Things and Interested in Improving Efficiency
- Keep a Positive/Flexible Attitude, Dedication & Adaptable
- Good Interpersonal Skills
- Ability to take initiative to work Independently

HOBBIES :- Group Involvement and Socializing, Observe Human Behavior.

PLACE : GHAZIABAD

DATE: 2019

(SHIKHA TANWAR)