

# Shilpa Kushwaha

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To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

## AREAS OF EXPOSURE/EXPERTISE

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"><li>• Muster roll &amp; Leave record.</li><li>• General Administration.</li><li>• Exit Formalities.</li></ul> | <ul style="list-style-type: none"><li>• Recruitment.</li><li>• Induction Formalities.</li><li>• Employee Relation.</li></ul> | <ul style="list-style-type: none"><li>• HR Database Management.</li><li>• PF/ESI &amp; Payroll.</li></ul> |
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## PROFESSIONAL EXPERIENCE

Since 01.06.2017 to till present

*Priserve Infrastructure Pvt. Limited, New Delhi*

Presently working with Priserve Infrastructure Pvt. Ltd.(PIPL) as **HR Executive**. Priserve Infrastructure Pvt. Ltd. is an Engineering Procurement Construction (EPC) company, catering in Oil & Gas sector (onshore & offshore), Pipeline, Petroleum, Marine, Refinery, Petrochemical projects.

### Roles & Responsibilities: -

- **Muster roll & Shift Schedule Management:** Handling Attendance of the entire employee posted at HO and Site offices and preparing absenteeism report. Managing Shift Schedule of the employees posted at plant operations as per 21:21 on-off pattern and on regular basis.
- **Recruitment & Selection:** Handling End to End Technical Recruitment. (For Cairn India/MRPL Refinery/GAIL India/IOCL Mathura/BBNL Maharashtra.)
  - a. Responsible for recruitment of Operations & Maintenance.
  - b. Sourcing & Screening profiles through job portal & employee references.
  - c. Analysing & shortlisting the candidates profiles.
  - d. Involved in Client Coordination and scheduling the Interviews of shortlisted candidates at plant site with client.
  - e. Follow-up with the candidates till the selected candidates.
- **Database Management:** Entering data into the database/HR system for maintaining accurate records & preparing management information reports. Keeps records & personnel statistics.
- **Policies & Procedure:** Providing HR support to line managers and employees, explaining Policies & Procedures and assisting to superior for maintenance and development of the policies & procedure.
- **PF/ESI & Payroll:** Maintaining proper records of all employees & Salary Preparing(Manually & through software) and processing in Payroll software. Registration of new employees on PF & ESI portals and updating KYC documents of employees. Generating ECR & Challans of PF(Manually & through software) & ESI and ensuring timely payments through account dept. Handling PF Related queries of Employees & get it resolved them.

- **Exit Formalities:** Making Full & Final settlement of resigned employees and contract finished employees (After the handover like PPE's, Tool Box, Gate Pass) & other relieving formalities.

ACADEMIC CREDENTIALS			
Year	Degree	Institute	Percentage/CGPA
2015-2017	MBA	HI-Tech College Ghaziabad	71.4%
2012-2015	B. Com	Govt Girls Postgraduate College, Rampur	57.8%
2012	ClassXII CBSE	ST Paul's Sen. Sec. School, Rampur	60.1%
2010	ClassX CBSE	Jaycees public School Rudrapur	CGPA= 5.2/10

PROJECT & TRAINING PROGRAMMES
<ol style="list-style-type: none"> <li>1. <b>Employee Relations.</b> A project on Employee Relations at Live- Technician Solutions Pvt. Ltd. Noida</li> <li>2. <b>PK Enterprises .</b> 6 weeks Summer Internship Programme in PK Enterprises</li> </ol>

AREAS OF INTEREST
<ul style="list-style-type: none"> <li>• HR (Human Resources)</li> </ul>

TECHNICAL SKILLS
<ul style="list-style-type: none"> <li>• Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point</li> <li>• Completed Certified Course on Computer Concepts.</li> </ul>

CO-CURRICULAR ACTIVITIES
<ul style="list-style-type: none"> <li>• Participated in Business Plan Competition in 2016 at Delhi Technical University.</li> <li>• Participated in Inter-College Business Poster Making Competition in 2015 at Inmentech College.</li> </ul>

INTERPERSONAL SKILLS
<ul style="list-style-type: none"> <li>• Ability to rapidly build relationship and set up trust</li> <li>• Confident and Determined</li> <li>• Ability to cope up with different situations</li> <li>• Leadership</li> <li>• Problem Solving</li> <li>• Team work</li> </ul>

### PERSONAL INFORMATION

Father's Name	Mr. Vishwanath Kushwaha
Permanent Address	House no.- A-155, Near Avas Vikas Colony, Civil lines, Rampur, Uttar Pradesh, India
Current Address	Plot No. 70, Near Bharat Ram Global School, Shakti Khand 2, Ghaziabad
Date of Birth	5 <sup>th</sup> September 1994
Languages Known	English & Hindi
Marital Status	Single
Nationality/Religion	Indian / Hindu
Hobbies	Reading, Writing, Listening Music, Dancing.

### DECLARATION

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

Shilpa Kushwaha

Date: