

Curriculum Vitae

Shruti Bhatia

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Career Objective

Seeking a challenging role in a growth oriented organization that utilizes and enhances my abilities, while endowing me with higher responsibilities and wider exposure.

Profile snapshot

- Presently associated with MAdept Solutions Pvt Ltd., working as HR Executive.
- Result oriented professional, holding an MBA HR and Marketing from Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. (2015-2017) and B.com from M.J.P. Rohilkhand University (2012-2015)

Professional Experience

HR Executive- MAdept Solution Pvt Ltd, Noida. (Sep'2017-Present)

Roles and Responsibilities:

- Job Posting on various job portals Like Naukri.com, LinkedIn etc
- Hiring through different institutes.
- Sourcing and Screening of candidates resume according to the requirement.
- Conducting telephonic interviews and providing the necessary inputs during the hiring process.
- End to End Recruitment.
- Taking follow up from candidates.
- Induction/ Onboarding of new employee.
- HR Operations Preparing offer letter, appointment letter, experience letter
- Policy & Procedures implementation of new HR policies, procedures and processes (Orientation, general rule & guidelines, code of conduct, exit policy, attendance and leave policy, birthday policy, compensation policy) worked on these policies till date.
- Preparing and regularly updating employment records related to hiring, transferring, promoting and termination in electronic and paper form
- Preparing and processing timely distribution of salary, bonus and generating salary slip, leave encashment and full and final settlement.
- Job Description Development.
- Maintaining Attendance & Leave Record to ensure employee punctuality.
- Managing events for employees.
- Exit formalities of employees.
- Conducting exit interviews with employees and recording them accordingly.
- Sending birthday wishes, anniversary wishes and year completion mails to employees.

Internships

Summer Internship Project

- Practical Exposure
 - Company Name – **TRISOLRED Infraventure Pvt. Ltd, Noida**
 - Project Title- Study to analyze employee motivation in the company
 - Duration- from 15 June 2016 to 27 July 2016

Winter Internship Project

- Practical Exposure
 - Company Name- **Reliance Trends, Moradabad**
 - Project Title- A study to analyze customer satisfaction in reliance trends

Awards/Achievements

- Participated in poster making competition
- 2nd prize in corporate logo making competition

Technical Proficiency and Languages

Computer Skills

Operating Systems: Windows 98/2000/XP/VISTA/7

Software Applications: MS Office

Languages known English (fluent), Hindi (fluent), Punjabi (spoken: fluent)

Personal Details

Name	:	Shruti Bhatia
Father's Name	:	Mr. Mukesh Bhatia
Date of birth	:	06-March-1994
Marital Status	:	Single
Nationality	:	Indian

Declaration

I certify that the information above is correct and complete to the best of my knowledge and belief.

Place:

Date:

SHRUTI BHATIA