

Shivi Saxena

Address: Sector 15, Gurgaon, Haryana-122001

Mob: 7042601196

E-Mail: shivi.saxena712@gmail.com

HUMAN RESOURCE PROFESSIONAL

CARRIER OBJECTIVE: Seeking generalist position in Human Resource.

HIGHLIGHTS:

- ◆ Recruitment
- ◆ Compensation/ Payroll
- ◆ Leave Management
- ◆ Employee Engagement
- ◆ Good Knowledge of Advance Excel (Not working Experience)

PROFESSIONAL CHRONOLOGY:

Associate HR

10th October 2016 to till date

Media Agility India Pvt. Ltd.- Gurgaon

- ◆ Taking care of all on-boarding formalities of new joiners.
- ◆ Compiling and updating employees' records (hard and soft copies).
- ◆ Handling all the HR tasks (meetings, training, seating arrangement etc) and take minute details.
- ◆ Dealing with employees' requests regarding human resources issues, rules and regulations.
- ◆ Coordinating with accounts team for payroll preparation by providing relevant data (absences, bonus, appraisals, leaves, etc).
- ◆ Properly handling complaints and grievance procedures.
- ◆ Taking part in appraisal process.
- ◆ Arranging company events and employee engagement programs.
- ◆ Giving contribution in recruitment by coordinating with TPOs of colleges, conducting drives etc.
- ◆ Time to time conducting one on one with employees
- ◆ Coordinating with translators, consultants, vendors and many others when required.
- ◆ Handling some part of Admin as well.

HR Executive

9th April 2015 to 8th October 2016

Allin Web Solutions- Noida, Uttar Pradesh

- ◆ Individually handling all day to day operations of the HR functions and duties in an IT company having 100+ headcount.
- ◆ Compilation and updation of employees' records (hard and soft copies).
- ◆ Processing documentation and prepare reports relating to personnel activities.
- ◆ Handling all the HR tasks (meetings, training, etc) and take minute details.
- ◆ Dealing with employees' requests regarding human resources issues, rules, and regulations.
- ◆ Assisting in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- ◆ Properly handling complaints and grievance procedures.
- ◆ Conducting initial orientation of newly hired employees.
- ◆ Designing and implementing overall recruitment strategy.
- ◆ Developing and updating job descriptions and job specifications on various job portals.
- ◆ Screening candidates' resumes and job applications.
- ◆ Conducting interviews

ACADEMIA:

Master of Business Administration (Human Resource) - 2014

Banasthali University- Jaipur, Rajasthan.

Bachelor of Science (Computer Science) – 2012

B.S.A. College Mathura, Agra University- Uttar Pradesh.

Senior Secondary Certificate - Science – 2009

R.L.P.K.D. – C.B.S.E. Board, Uttar Pradesh.

OTHER INFORMATION:

Date of Birth: 14th June 1992

Hobbies: Net Surfing, Traveling, reading Books and blogs

Languages: English, Hindi

Marital Status: Single

DECLARATION:

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

Place: Gurgaon
(SHIVI SAXENA)