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| **C:\Users\sumit15.sharma\Desktop\WhatsApp Image 2019-04-06 at 6.49.09 PM.jpeg**  **CORE COMPETENCIES**  **Talent Acquisition**  **HR Generalist**  **Employee Engagement**  **Employee Relations**  **Payroll &MIS Support**  **CSR Activities**  **Grievance Management** | **ShrishtiChaubey**  **Phone: +91-7827177072**  **9907887650**  **Email: shrishtichaubey.2013@gmail.com**  A versatile HR professionalhandling HR profile in **Corporate Offices , Warehousing, Regional Offices** which includes verticals as **Talent Acquisition,Employee Engagement, HR Operations, Human Resources Business Partner, Payroll Management & Statutory Compliance** , targetingchallenging assignments with an organization of high repute in **Lucknow, Pune, Gurgaon.**  **Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\careertimeline24x24icons.pngPROFILE SUMMARY**   * **1.4 years of experience** in talent acquisition -**Manpower Planning & Recruitment.**Conducted **manpower planning and talent acquisition** with a track record of closing positions at all levels. * Executing **employee engagement activities .** * Hands-on in **developing** and **implementing policy** and **magazines** for standardisation of processes in the light of statutory norms * Also worked over payroll preprating& MIS support to track leave, wo &shifts . |

Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\workexperience24x24icons.png**ORGANIZATIONAL EXPERIENCE**

**Since Oct’18 with Amazon.com,Gurgaon**

**HR Executive(Corporate office &Warshouse)**

**Manpower Handling :- 800+**

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| **Key Result Areas:**  **Talent Acquisition & Talent Management(Manpower Planning & Budgeting)**   * Coordinate with hiring managers to identify staffing needs * Determine selection criteria * Source potential candidates through online channels (e.g. social platforms and professional networks) * Plan interview and selection procedures, including screening calls, assessments and in-person interviews * Assess candidate information, including resumes and contact details. * Forecast quarterly and annual hiring needs by department * Foster long-term relationships with past applicants and potential candidate * Assisting the managers in utilizing the optimum resources and deploying across the unit including monitoring of various categories of employees working in the unit * Floating IJPs as per approval from seniors to fill positions internally   **Employee Relations / Employee Engagement / Fun at work initiatives::**   * Led Gender diversity project to introduce female hiring in Amazon warehouse. * Active member of POSH committee for Amazon FC and handled many critical issues regarding SH(sexual harassment), any other issues probably related to females. * Making engagement calender and implementation of the same,conductingFun Friday Activities, R&R, EORS Gifts procurement & display services, and initiating frequent activities to connect people like Handsome Hunk, Rangoli Competition, Holi MilapSamaroh, 26th January Sweet Distribution, Christmas Enjoy etc. * Steering the activities Like Vartalap (with stakeholders) &Sanwad (within team meetings), FGD with Male/Females * Train the trainer, Core value activities (Amazon) * Ensuring Wellness Pledge calendar follow ups; making vibrant recognition board, various Health Camps were organized for employee welfare, like Acupressure Camp, Bone Density Camp, Blood Sugar Camp etc. * Launched first edition of E-Magazine for NorthFCs of Amazon titled it as **Amazon\_mystique surprise**. With its content as CSR, New Comrades, Some business related information, etc.   **Payroll & MIS Support:**   * Spearheading the tasks associated with payroll system of employees, leave & attendance management, PF, and ESIC contribution * Compiling inputs (OT, Incentive,Comp off, Holiday etc) received from each dept. , validating the same and sharing with payroll team. * Preparing and issuing all kinds of HR Letters like Relieving Letter, Experience Letter, and Salary Certificates. * Sharing many dashboards for attendance regualzation i.e. Shift Roster Validation, Week Off Compliance ,Physical Vs TAMS Manpower ,TAMS Processing, leave approval pending etc. |

**Special HR Projects:**

* **Gender Diversity**-Female hiring (Industry visit, attrition/absenteeism analysis of PAN india locations,providing compliant unit guidelines, safety –security –welfare measures)
* Led engagement activities for females across North FCsctocontraol attrition.

**Jan’18 to Oct’18 with Walmart Group –Myntra.com.,Guragon**

**Executive HR**

**Manpower handling :- 1500+ (White/Blue collar- Corporate Office/Warehouse)**

**Key Result Areas:**

* Attendance regularization , sharing different dashpord pertaining to leave/wo/attendance manahement.
* SPPR/SQPR handling
* Executing engagement activities i.e. fun Friday, FGD with females, birthday celebration, new year celebration, 26 jan celebration etc.
* SPOC for female employees and visiting shop floor in corporate office & warehouse to interact with females.
* Resolved employee grievances and maintained healthy relations with employees.

**Highlights**:

* Celebrated festivals and organized Employee Socialization Activities
* Initiated birthday celebration of employees

Z:\Approved_ResDev_Repository\Formats\Visual Resume Formats 2015-16\Icons\Certification24x24icons.png**ACADEMIC DETAILS**

**2017 B.E. (EC)** from OGI Group, Bhopal, Madhya Pradesh with 78.7%

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**PERSONAL DETAILS**

**Date of Birth**: 22 january 1997

**Languages Known**: English and Hindi

**Address**: Sector-1, IMT Manesar, Gurugram, Haryana