**GAURAV SHUKLA**

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**CAREER OBJECTIVE**

To job in an organization where i can utilized my skill and efforts at the level best toward the company’s growth and to the work with perseverance measuring up to the expectation of corporate world and achieving the best and become an asset to the organization.

# **Academic Qualification:**

* Passed 10th in 2008 from C.B.S.E. Board.
* Passed 12th in 2010 from C.B.S.E. Board.
* B.Com Graduate from Delhi University 2013.
* Pursuing **Digital Marketing** course from **DSIM**.

**Work Experience:**

* Last organization worked with **Randstad India Pvt Ltd**. as **HR Executive** from

17-Jun-2019 to 7-Feb-2020.

**Job Responsibilities:**

* Managing the complete Recruitment Life Cycle-Handled end to end recruitments for companies like Clients: **LeasePlan India PVt Ltd, A.T Kearney, Philips**, **Pepsico**, **Groffers.com**, **No Broker.com, Deloitte, Moody’s Corporation, Yamaha Motors, Myntra & Mahindra Defence Systems**.
* Taking care of all laterals hiring for PAN India from end to end.
* Searching, Screening, Sourcing, Shortlisting & interviewing the candidates.
* Sourcing through Job portals, References, LinkedIn, database.
* Preparing & Updating **HRMIS Reports** on Daily/Weekly /Monthly basis.
* Employee Engagement.
* Salary Negotiation.
* Coordinate between client & Candidate till the Offer Letter, Appointment Letter generation & Exit Formalities.
* Induction & Joining Formalities.
* Knowledge of PF & Compliance.
* Worked on **HRIS portal** for **Attendance Management** & **Leave Management**..
* Grievance Handling.
* Worked with **Zephyr Ltd.**  as **HR Executive** from 5-Feb-2018 to 31-May-2019.

**Job Responsiblities:**

* Handled end-to-end recruitment of **In house** & **outsourcing** project.
* Handling the **PMKK** & **PMKVY** skill development project. Recruitment done for centre setup hiring from top to bottom level.
* Sourcing, Screening & Short listing the candidates.
* Conducting final interview of the shortlisted candidate along with the functional team.
* Maintaining weekly **HRMIS Reports** database.
* **Salary Negotiation**.
* **Offer Letter, Appointment Letter generation & Exit Formalities**.
* **Induction & Joining Formalities**.
* **Employee Engagement**.
* Knowledge of **PF** & **ESIC**.
* Worked on **HRIS portal** for **Attendance Management** & **Leave Management**.
* Follow up with candidates till joining & for documents.
* Maintain offer tracker & joining tracker of the candidates.
* **Joining Operations**.
* **ID Card Creation**.
* **Grievance Handling**.

**Work Experience:**

* **1.6 Yr** experience with **Aforeserve.com Ltd** as an **HR Executive** from **1- Aug-16 to 20-Jan- 2018.**

### Key Achievements:

* Achieved the highest no. of candidate recruited in a month, 35 recruitments in Zephyr Ltd.
* Got the appreciation from the Operations Manager & Director of the company for hiring the mass no of trainers in short period of time in Current Organization in Zephyr Ltd.

### Strengths:

* Good Communication Skills.
* Excellent Temperament.
* Achieve desired goal.
* Dedicate to learn new things.
* Strong foundation in working in team of all age groups.
* Easy adaptation to changing environment.
* Passionate.
* Self Motivated.
* Quick Learner.
* Optimistic & Winning Attitude.

# **Technical Qualification:**

* MS OFFICE (Word, Power Point, Excel)
* Knowledge of V lookup, H lookup & Pivot Table.
* Operating Systems: MS DOS, WINDOWS
* Internet SURFING.

# **Personal Information:**

**\***Date of Birth: February 05th, 1993

**\***Father’s Name: Mr. Vijay Prakash Shukla

**\***Marital Status: Single

**\***Nationality: Indian

**\***Language Known: English & Hindi

**Hobbies :**

* Playing Cricket.
* Watching cricket matches, wrestling, Kabaddi, Boxing.
* Listening Music.
* Travelling with friends to new destinations.
* Watching Movies.

**Declaration:**

I do hereby declare that the above statements are true to the best of my knowledge.

**Place: Delhi**

**Date: (Gaurav Shukla)**