| Shallu Kashyap  HR | Nationality- INDIAN  Baltana, Punjab  +91 7508399819  [shallukashyapfeb@gmail.com](mailto:shallukashyapfeb@gmail.com)  https://www.linkedin.com/in/shallu-kashyap-483029119 |
| --- | --- |
| **ㅡ** **Skills** | horizontal line   * Coordination Skills * Recruitment management * Strong will & ability to learn new things. * Good Negotiation Skills * Teamwork skills * Communication skills |
| **ㅡ** **Experience** | horizontal line Infino Digital Agency/ HR ManagerJuly 2019 - October 2021, Ludhiana  * Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization * Recruitment and follow-ups. * Maintaining Work Culture and Employee Relations * Design and implement company policies that promote a healthy work environment. * To be able to remain flexible and informed in the face of changing HR landscape and industry demands. ( current scenario work from home in Pandemic ) * Host in-house events, celebrations, and seminars * Discuss employees’ career development paths with managers  Alexa Manpower Services/ HR ExecutiveJan 2018- Jun 2019, LudhianaPartnering with hiring managers to determine staffing needsScreening resumes and Performing in-person and phone interviews with candidatesCoordinating interviews with the hiring managers and Following up on the interview process statusCommunicating employer information and benefits during the screening process IPSOS/ Marketing Research AnalystDec 2016-Dec 2017, LudhianaGather data on consumers, competitors, and market conditions.Use Statistical software to analyze and interpret data.Maintain strict confidentiality of sensitive information.Simplify complex data into a user-friendly format such as graphs, charts, and other visual aids. Prepare and present reports to clients and management. |
| **ㅡ** **Education** | horizontal line LPU/ MBA (Core HR) 2016-2018 Guru Nanak Girls College/ BBA2013-2016 |
| **ㅡ** Tools  & **Certification** | horizontal line   * Naukri.com * Indeed * Times Job * Zoho People & Zoho Recruit * ApnaJobs.com * LinkedIn |

Certification - Foundation Training on Listening Skills by Listening Inn

| **ㅡ** Personal Details | horizontal line  Name: Shallu Kashyap Husband's Name: Arun Jindal D.O.B: 20th - Feb-1995 Marital Status: Married Languages Known: English, Hindi, Punjabi |
| --- | --- |

| **ㅡ** References | horizontal line  Available on request. |
| --- | --- |

| **ㅡ** Declaration | horizontal line  I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. |
| --- | --- |