## **SHIVANI DUBEY**

Laxmi Nagar, Delhi - 92

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**CAREER OBJECTIVE**

To work in a new avenue with a quest to nourish my experience further, by managing newer challenges. Be a part of a team, which not only trains and empowers me but also encourages me to explore my skills, abilities and enables me to fully utilize them. I am looking forward to excel in an exceptionally challenging and rewarding environment, and looking for not just a job but also a career in an esteemed organization.

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**HUMAN RESOURCES GENERALIST**

**Having 4.6 years of extensive background in HR generalist affairs,** including experience in Talent acquisition, Staff Development, Benefits and Compensation, HR Records Management, HR policies development and legal compliance..

Proficient in recruiting candidates from all levels, Junior Level to Senior Level and also managerial levels/SE level to AM Level in IT industry

Experience in recruitment industry - IT recruitment which includes sourcing, screening, scheduling candidates for interview, follow of candidates and coordinating interview till joining formalities.

Job Posting & Mass Mailing.

### **PROFESSIONAL EXPERIENCE**

**GVI ITALY**

Assistant HR-Manager.

October 2017 to till date.

**Key Deliverables:**

Recruitment pan india

On boarding & Induction

Employee Relations

Employee Engagement

Talent Management

Grievance Handling

PMS

Leave & Attendance

Payroll

Exit Management

**Job Responsibilities:-**

**Recruitment:**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals like - Naukari.com, LinkedIn, indeed, times job, or else internal reference, head hunting.
* Advertising vacancies, screening and short listing resumes.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

**HR Administration / Generalist**

* Preparing Final settlements, leave salary and all employee benefits.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Maintaining employees personal files and records, HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**Employee Engagement**

* Celebrations - Diwali, Independence Day, Republic Day, Holi Festival, and other company events
* Effectively managing welfare measures, management - employee get together, picnics & parties.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

**COMPANY NONSTOP PVT LTD. (IT SOFTWARE)**

HR Executive

July 2014 to March 2017.

**Recruitment**

* Expertise includes end to end recruitment process.
* Sourcing and screening profiles from job portals like Naukri and Monster and using social networkingSites. Also conducting campus placements and issuing offer letters.
* Short listing the candidate’s profile
* Conducting preliminary telephonic interviews. Technical rounds, scheduling final rounds with Operations head and Managing Director.

**New Hire on boarding & Exit Formalities**

* Offer letter preparation and salary template creation & other paper work
* Ensure salary account being opened
* Induction and introduction to the team
* Facilitating appraisals (confirmation and periodical appraisals)

Holding discussions with resigned employees to understand the concerns behind resignation.

* Intimating the resigned employee about the exit formalities
* Maintaining Exit Data.
* Issuing relieving letters.

**General Administration**

* Conducting Induction Program.
* To ensure that joining formalities are done for all the new joiners and see to those bank accounts are open.
* To ensure that Employee code generation request, ID card creation is sent on a timely basis for all the new joiners.
* Preparing Appointment Letters, Increment letters.
* Maintaining complete Employee Information.
* Regularly updating employee Master Database. .

**Highest Academic Qualification**

* **Master of Business Administration**,(Specialization-Human Resources, Marketing) from Pratap College of Management (PCM), and U.P.T. University Lucknow in 2014.

**Achievements**

* Joined as HR-Executive and got promoted as HR-Generalist within 6 months duration.
* Recruited 80 candidates within 45 days without any cost to the company
* Participate in ACE tech fare in pragati maidan

**Personal skills and competencies**:

Self-motivated, hard work, commitment, teamwork and flexibility.  
Quick learner and can easily adapt to new and changing situations

knowledge of computer (M.S Word, MS Excel, Photoshop ,tally ,Google drive, Delegation sheet, internet etc )

**Personal Profile:**

Father Name : Mr. Umashankar dubey

Languages Known : English, Hindi

Hobbies : Dancing, Travelling, Listening to music.

Date of Birth**:** :6th July 1993

**Date:-**

**Place:** Delhi  **(Shivani dubey)**