

Shivani Saxena

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Professional Summary

Dynamic and results-oriented HR professional with 4+ years of diverse experience across recruitment, employee relations, statutory compliance, employee engagement, and talent management. Expertise in both IT and non-IT recruitment, with a strong focus on background verification (BGV), HR operations, and labor law compliance. Proven track record of successfully managing recruitment pipelines, ensuring compliance with labor laws, reducing employee turnover, and enhancing overall HR efficiency. Adept at leading cross-functional HR teams and implementing strategies that optimize employee experience and organizational growth.

Professional Experience

Talent Acquisition - Assistant Manager

Indiamart | Sep 2022 – Present

- Led recruitment efforts across India, driving the end-to-end hiring process for various roles in sales, marketing, HR, and operations, with a focus on technical and non-technical talent.
- Collaborated with department heads to understand staffing requirements and design effective job descriptions, enhancing alignment between business needs and recruitment strategies.
- Managed Applicant Tracking Systems (ATS) like Web ERP and Klimb, ensuring seamless management of the candidate lifecycle and efficient data tracking.
- Designed and implemented compliance-driven onboarding processes, reducing administrative overhead by 30% and increasing the speed-to-hire by 25%.
- Streamlined background verification (BGV) processes, ensuring a comprehensive assessment of criminal, employment, and educational history for new hires, maintaining a 99% accuracy rate.

- Reduced employee attrition to 3.78% (within 30 days) compared to the company average of 25-30%, through targeted retention strategies and proactive engagement initiatives.
- Spearheaded employee engagement initiatives, addressing grievances, organizing wellness programs, and driving improvements in employee satisfaction.

Professional Highlights

- Consistently exceeded recruitment targets by leveraging effective sourcing strategies and enhancing candidate quality, ensuring alignment with the company's growth objectives.
 - Streamlined and enhanced the onboarding process, significantly reducing administrative overhead and improving the overall candidate experience.
 - Played a key role in improving employee satisfaction and engagement through proactive wellness and grievance-handling programs, resulting in increased retention rates.
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HR Generalist

T & N Services Pvt. Ltd. | Dec 2020 – May 2022

- Managed IT and non-IT recruitment for high-profile clients like Google Pay (GPay) and Google Maps (GMap), overseeing candidate screening, shortlisting, and interviews.
- Designed and executed compliance-driven recruitment processes, ensuring full alignment with statutory labor laws and client-specific regulations.
- Administered payroll and employee benefits for both full-time and contract employees, ensuring seamless integration with PF, ESI, and Gratuity requirements.
- Conducted thorough background verifications (BGV) for all candidates, collaborating with third-party vendors to ensure comprehensive checks on criminal history, education, and employment verification, reducing the risk of bad hires by 99%.
- Developed a comprehensive employee separation policy, ensuring smooth exit processes and compliance with legal requirements during offboarding.

- Led training initiatives focused on compliance, onboarding, and performance management, improving employee productivity by 15%.
 - Acted as the point of contact for employee grievances, resolving issues swiftly to maintain a positive work culture.
 - **Professional Highlights**
 - Successfully reduced time-to-hire by optimizing sourcing strategies and utilizing innovative recruitment tools, ensuring faster and more efficient hiring.
 - Played an instrumental role in improving employee retention rates through the introduction of proactive engagement programs and effective employee grievance management.
 - Implemented streamlined background verification (BGV) processes, reducing errors and ensuring comprehensive checks on candidates, thereby minimizing hiring risks.
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Core Competencies

- **End-to-End Recruitment:** IT & Non-IT Roles
- **Statutory Compliance & Labor Laws:** PF, ESI, Gratuity, Contract Labor
- **Talent Acquisition Strategy:** Sourcing, Screening, Interviewing, Onboarding
- **Employee Engagement & Retention:** Grievance Handling, Wellness Programs
- **Background Verification (BGV):** Pre-Employment Screening, Legal Compliance
- **Performance Management:** Appraisals, Feedback Mechanisms
- **HR Metrics & Analytics:** HRIS, Recruitment Metrics, Retention Analysis
- **HR Process Optimization:** ATS Integration, Process Automation
- **Training & Development:** Onboarding, Compliance Training
- **Vendor & Stakeholder Management:** Legal & Contract Compliance

Technical Skills

- **ATS & HRMS:** Weberp, Klimb, Savvy, HROne, Keka
- **Job Portals:** Naukri, LinkedIn, Indeed, TimesJob
- **Document Management Tools:** Adobe, DocuSign, Google Workspace (Docs, Sheets, Slides, Forms)
- **HR Analytics Tools:** HRMS, Excel (Advanced), Data Visualization Tools

Key Skills & Strengths

- **Leadership:** Proven ability to lead and mentor teams, streamlining processes and improving team performance.
- **Multitasking:** Expertise in handling multiple HR functions simultaneously, ensuring smooth operations across recruitment, compliance, and engagement.
- **Strategic HR Planning:** Adept at developing and executing HR strategies aligned with organizational goals to improve recruitment efficiency and retention.
- **Employee Engagement & Retention:** Skilled in designing and implementing programs that improve employee satisfaction, reduce attrition, and foster a positive workplace culture.
- **Problem-Solving & Conflict Resolution:** Strong capability to resolve employee grievances and conflicts effectively, enhancing organizational harmony.
- **HR Process Optimization:** Experience in streamlining HR operations through process automation, ATS integration, and data-driven decision-making.
- **Compliance & Risk Management:** In-depth knowledge of labor laws and statutory compliance to ensure organizational adherence to legal and regulatory requirements.
- **Data-Driven Decision Making:** Proficient in leveraging HR analytics tools to make informed decisions regarding recruitment, performance, and retention strategies.
- **Communication & Interpersonal Skills:** Excellent communication skills with the ability to collaborate with employees at all levels and liaise with external vendors and stakeholder

Education

Master of Business Administration (MBA)

AKTU University, Lucknow, Uttar Pradesh | **2018 – 2020**

Specialization: Human Resources Management

Bachelor of Science (B.Sc.)

DBRAU University, Agra, Uttar Pradesh | **2015 – 2017**

Higher Secondary Education (12th)

Uttar Pradesh Board | **2014**

Secondary Education (10th)

Uttar Pradesh Board | **2012**

Languages

- **English:** Fluent (Written & Spoken)
 - **Hindi:** Fluent (Written & Spoken)
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Awards & Recognitions

- **Employee of the Month:** June 2024, March 2024, February 2024, January 2024, April 2023
- **Best Performer of the Month:** July 2024, May 2024, February 2023
- **Best Strongest Pillar Performer:** December 2022
- **Outstanding Compliance Achievement Award:** For streamlining statutory compliance across teams

Hobbies

- **Reading:** Enjoy reading books on personal development, leadership, and business trends.
- **Travelling:** Passionate about exploring new places and cultures to broaden perspectives.
- **Music:** Listening to a variety of music genres to relax and rejuvenate.
- **Socializing:** Engaging with new people, building connections, and expanding my network.

