



Shristi Verma

Sr. Human Resource Executive

9128062028
vermashristi80@gmail.com
Noida, Uttar Pradesh

EXPERIENCE

Human Resource Executive 01/2023 - Present

Settlar Headhunter Solution

Recruitment and selection: working on recruitment process, including screening, scheduling, and interviewing.

Onboarding and offboarding: Conduct orientations, manage paperwork, and conduct exit interviews.

Employee relations: Handle conflicts, assist with performance improvement plans, and promote positive work culture.

HR administration: Maintain records, ensure compliance, and support payroll and benefits administration.

Training and development: Coordinate training programs and identify development needs.

Policy development: Assist in developing and implementing HR policies and procedures.

Project management: Participate in HR projects and initiatives to support organizational goals.

Administrative tasks: Support general HR administrative functions and respond to employee inquiries.

Human Resource Coordinator 10/2021 - 12/2022

Crowne Plaza Mayur Vihar

Recruitment Support: screening and interview scheduling.

Onboarding/Offboarding: Coordinate new hire orientation and manage paperwork.

HR Administration: Maintain employee records and databases.

Employee Relations: Address inquiries, support engagement initiatives.

Benefits Assistance: Aid in benefits enrollment and communication.

Training Coordination: Organize training sessions and track employee development.

Compliance: Ensure adherence to employment laws and policies.

Project Support: Assist in HR projects and reporting.

General Administration: Provide support for HR operations and events.

Payroll:- Work on PF & ESI

EDUCATION

Guru Nanak Institute of Hotel Management - Bachelors in Hotel Management & Catering 07/2017 - 07/2021

Technology

I am the sole student who pursued an internship opportunity in Malaysia, demonstrating my initiative and commitment to professional development. Additionally, I actively volunteered in organizing and managing the college Food Fest, showcasing my dedication to community engagement and event coordination.

SKILLS

Employee Relations Support	Intermediate	Personality Development	Intermediate
Microsoft Office	Intermediate	Recruitment	Intermediate