

SURABHI AGARWAL

HUMAN RESOURCES

Noida Sector-134 | surabhiagarwal32@gmail.com | 8433140704

SUMMARY

Sr. HR Executive with total experience of 3 years in HR Operations, Talent Management & Administration.

PROFESSIONAL SKILLS

Talent Acquisition	Employee Life Cycle	Employee Attendance
Recruitment Strategies	Exit Management	Payroll & Compliance
Hiring	Employee Engagement & HR Initiatives	HR Policies

PROFESSIONAL EXPERIENCE

Blackopal Group

April 2023 - Present

- End to End Recruitment (IT & Non-IT)
- Employee Onboarding & Induction
- Handling employee database both in soft and hard copy.
- Development of HR department (forms, IT requisition, HR manual)
- Releasing of Appointment letters, Offer letters, Warning letters, Confirmation letters.
- Maintenance of Attendance of all departments.
- Conduct HR sessions with employees and help them with their queries.
- Coordinating employee engagement activities Exit formalities like exit interviews, Clearance forms, Relieving letter, etc.
- Maintain tracker for employee referrals.
- Maintain proper records in database like HRIS (**KEKA**) & HRM.
- Conduct Employee Verification.
- Assisting in the preparation of events such as Birthdays, Office parties, gatherings, outings, and conferences.
- Payroll processing & compliances management such as PF documents, forms and challans.
- Vendor Management
- Maintaining daily, weekly, and monthly reports of requisition
- Handling HR admin along with office admin work too.

Bullmen Realty

Dec 2021 - April 2023

- End to End recruitment (Non-IT)
- Joining Formalities, Onboarding & Induction of Employees
- Handling HRIS software i.e., **NITSO**
- Maintained records and MIS of employees of the respective branch of bullmen
- Conducting sessions with employees for queries and concerns
- Coordinating with training & development with respective departments
- Completing targets of TA
- Interviewing & closing the candidate in the absence of the HR Manager
- Responsible for employee engagement such as birthdays, work anniversaries, and events

INTERNSHIPS

Human Resources Internships

May 2021 - Dec 2021

Behind The Screens Co. (2 Months)
I Fortis Worldwide (2 Months)
Help Social Welfare Society (2 Months)
Top Trove Foundation (1 Month)
Aashman Foundation (1 Month)

Fundraiser

April 2021 - May 2021

Got involved in fundraising during Covid to help around 50+ needy and under-privileged children by raising more than 5000 amount in a month

EDUCATION

B.Sc (Dr. B. R. Ambedkar University)	2019
12th (ISC Board)	2016
10th (ICSC Board)	2014

ADDITIONAL INFORMATION

- **Certifications:** Advance Excel (Internshala), People Analytics Course (Linkedin), HR Guidelines (Linkedin)
- **Awards/Activities:** Received Award & Recognition for outstanding performance in Bullmen