

Madhvi Srivastav

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HR Professional: 3YE | Master's In Business Administration | Immediate Joiner |

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PROFESSIONAL SUMMARY

Dynamic and results-oriented HR professional with 3 years of experience in recruitment, onboarding, employee relations, and performance management. Proven track record in implementing HR initiatives that enhance employee engagement and organizational effectiveness. Skilled in leveraging HRIS and ATS tools to streamline processes and improve efficiency.

TECHNICAL SKILLS

- **Talent Acquisition, Recruitment and Selection, Onboarding and Offboarding, Performance Management**
- **Employee Relations, HR Policies and Compliance, HRIS and ATS Administration, Employee Engagement**
- **Organizational Development, Training and Development, Conflict Resolution, Leadership Development**
- **Data Analysis and Reporting, Payroll Conflict Resolution, Diversity & Inclusion, Strategic Planning,**
- **Team Building, Communication Skills, Problem-Solving, MS Office Suite (Word, Excel, PowerPoint, Outlook)**

PROFESSIONAL EXPERIENCE

Human Resource Executive | Modi Yoga Retreat |

Nov 2021 - Present | Rishikesh

- Managed end-to-end recruitment process, achieving a 90% candidate retention rate beyond the first year.
- Implemented a performance management system, increasing productivity by 30% through goal setting and coaching.
- Led the development and execution of employee engagement programs, resulting in a 35% increase in staff satisfaction scores.
- Administered payroll and compensation management, ensuring accuracy and compliance with company policies.
- Provided HRIS support, maintaining online records and generating reports for data-driven decision-making.
- Coordinated with managers and teams to facilitate seamless onboarding and offboarding processes.
- Conducted exit interviews and analyzed data to identify trends and improve retention strategies.
- Supported recruitment efforts by sourcing candidates through ATS platforms like LinkedIn Recruiter and Indeed.
- Assisted in organizing and conducting training sessions for new employees on HR policies and systems.
- Prepared various HR documents including offer letters, employment contracts, and performance reviews.
- Managed leave and absence management processes both online and offline, ensuring compliance with company policies.
- Participated in HR projects and events, contributing to process improvements and team initiatives.
- Contributed to a 25% increase in employee satisfaction scores through effective employee engagement initiatives.
- Maintained accurate HR records, ensuring confidentiality and accessibility per organizational requirements.

CERTIFICATIONS

- **Certification in Human Resource Management and Leadership**
- **International Leadership and organizational Behaviour**

- **Certification in Banking and Finance**
- **Certification in Human Resource Planning & Strategy**

ACADEMICS

- **Bachelor in Economics | PG Collage, HNBSGU | 2020**
- **Master's In Business Administration | I.A.I.T Group of Institutions | 2022**