

HR Executive

Shivani Saxena

Professional summary

Dedicated HR professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals and attrition. Excellent problem-solver, talented at troubleshooting and remedying staff issues and complaints.

Experience

HR Executive

November 2022 - Now

Cholamandalam Investment and Finance Company (CIFCL) / India, Rohtak

- Assist in talent acquisition and recruitment processes
- Screened, interviewed, and hired candidates to facilitate smooth recruitment procedures
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in the development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.

IT Recruiter

October 2021 - October 2022

Artech Infosystems / India, Noida

- Responsible for Sourcing desired talent pool from various Job portals as per requisition
- Sending Job Specification and Interview letters to the candidates on mails
- Daily interaction with Client regarding the requirements, status, queries, feedback & closures
- Manage the prescreening of candidates, and propose a candidate shortlist to the responsible HR and operational managers
- Sharing the interview links for Dry runs, interviews and other online assessments
- Handling initial round of HR interview in order to judge the candidate's suitability, attitude, academic and professional qualification, experience and communication skills etc
- Compensation negotiation with the selected candidates

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India, Rohtak


Links


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Skills

Naukri.com, Shine.com, LinkedIn & other Job portal Handling. 

Basic knowledge of accounting software Tally ERP. 

Well Experienced with use of Internet. 

Decision-Making Planning and Coordination Organization Procedures. 

Training Programs Recruitment and Hiring. 

Education

Master of Business Administration (MBA)

2022 - 2024

Swami Vivekanand Subharti University
India, Meerut

MBA in Human Resource and Marketing

Bachelor of commerce

2015 - 2018

Maharishi Dayanand University
India, Rohtak

Percentage : 64.20%

HR Recruiter

January 2020 - August 2021

AK Global Management services / India

- Working on various job portal to identify potential candidate for the desired role
- Calling and counselling of the candidates to understand the job suitability
- Scheduling the interviews of the candidates
- Report generation in MS Excel
- Growing the database of suitable candidates for future use.

Office executive

September 2018 - December 2019

Independent Financial Advisor / India

- Co-ordinating with fund houses for investor statements
- Co-ordinating with investors regarding OTPs, fund switches, new SIPs lump sums, redemptions etc
- Preparing collating mutual fund reports
- Verification of signature in Redemption Slip with New Purchase Application
- Ensure that Maker & Checker values are matching and in case of any mismatch, the transaction to be raised as an objection
- All fields to be verified post-transaction processing
- Ensure that the Statement of account is sent to Investor
- Ensure error-free entry of all the fields.

Activities

- Induction
- Recruitment
- Training And Development
- Onboarding
- Employee Engagement
- Talent Management
- Talent Aquisition

12th

2014 - 2015

CBSE Board

India, Rohtak

Percentage : 74.6%

10th

2012 - 2013

CBSE Board

India, Rohtak

Percentage : 76%

Awards



Achieved Grand Slam Award For Top Performer in Artech Infosystems Pvt. Ltd.

Courses

Certification in Tally ERP

2015

Lal Bahadur Shastri Computer Institute,
Rohtak

Languages

◆ Hindi ◆ English

Hobbies

◆ Photography
◆ Traveling