

# SHRUTI KATYAL

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## Human Resources Executive

Talent Acquisition | Vendor/Client Management | HR Operations | Organizational Development

Dynamic and results-oriented Human Resources professional with a strong background in psychology and extensive experience in talent acquisition, recruitment, and employee engagement and HR operations. Proven ability to manage end-to-end hiring processes, both technical and non-technical, and to enhance organizational effectiveness through strategic HR initiatives. Skilled in client management, vendor relationships, and conducting workshops to foster a positive workplace culture. Proficient in utilizing analytical tools and committed to driving employee satisfaction and retention.

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## Core Competencies

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◦Talent Acquisition and Job Analysis	◦MIS Handling	◦Academic Research and Analysis
◦Tech and Non-Tech Recruitment and Selection	◦Vendor management	◦SPSS
◦Screening and Interviewing	◦Client management / project management	◦Content Writing and Editing
◦Onboarding and Documentation	◦Employee Engagement Strategies	◦Video Making and Editing
◦Background Verification and Compliance	◦Psychological Workshop Delivery	◦Social Media Marketing
◦Pay-slip Generation and Payroll Administration	◦Event co-ordination / management	◦Analytical Skills
◦Employee grievance	◦Psychometric Testing and Assessment	◦Communication
◦Training and Development		

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## Professional Experience

**Manipal Business Solutions Pvt LTD.** | Gurugram, India | Fintech industry

September 2022 – Present

### HR Executive

March 2023 – Present

- **Talent Acquisition and Recruitment:**

- Led end-to-end recruitment processes for both technical and non-technical positions, successfully filling over 20+ roles within budget and time constraints.
- Conducted comprehensive screening and interviewing processes, evaluating candidates through structured interviews for both individual position and mass hiring
- Enhanced the candidate experience through timely communication and feedback, leading to improvement in candidate conversion rate.

- **Client and Vendor Management:**

- Managed client relationships and project handling at a pan-India level, ensuring alignment with organizational goals and client expectations.
- Single SPOC, resulting in successful and timely service delivery and grievance handling that resulted in additional cost generation for company.

- **Onboarding and Compliance:**

- Managed and streamlined the onboarding process and exit process, including efficiently generation of appointment letters/ offer letters and completing exit process while ensuring compliance with all legal and documentation requirements.
- Conducted and providing background verification processes for new and exit employees.

- **Payroll and Administration:**

- Managed payroll administration, including pay-slip generation and compliance, ensuring accuracy and timely payment to all employees.
- Managing Data Management Information Systems (MIS) to track HR metrics and generate reports for senior management, aiding in strategic decision-making.

- **Employee Engagement and Development:**

- Designed and facilitated psychological workshops and employee engagement processes, which led to increased employee interaction.
- Developed and implemented employee engagement strategies that improved participation in company initiatives.

- **Training and Development:**

- Managed and coordinated company-wide training sessions, including needs assessment, scheduling, and participant engagement.

- Maintaining detailed records of training sessions, participant attendance, and feedback for compliance and improvement tracking.
- Facilitating leadership training initiative and sessions for employees.

### **Awards and Recognitions**

**Value Champion Award** for “Ownership and Inclusion” FY-2024-2025

**Rising Star Award** for “Outstanding Performance and Extraordinary Achievement”, FY-2023-2024

**Project Guide:** FY-2023-2024

### **HR Intern**

September 2022 – February 2023

- Drafted offer letters and facilitated onboarding documentation for new hires.
- Coordinated the exit process and facilitated full & final settlement procedures for departing employees.
- Supported payroll processing and assisted in generating pay-slips for employees on a monthly basis.

**Odemi** | Delhi, India | Export training firm

September 2019 – September 2022

### **Social Media Consultant**

- Created and edited videos for educational purposes.
- Engaged in social media marketing to promote content and reach a wider audience.

**Analytic Solutions** | Delhi, India | Research consultant and academic solution provider

September 2017 – September 2019

### **Research Assistance and Academic Consultant**

- Conducted academic research, performed research assessment and analysis, and authored research papers with detailed results, discussions, and conclusions.
- Produced high-quality content for academic assignments, articles and blogs, demonstrating proficiency in writing and editing.

**Defence Institute of Psychological Research DRDO** | Delhi, India | Govt. psychological research Organization

### **Research Intern**

May 2017 – June-2017

- Created compelling presentations and conducted in-depth data analysis for research projects.
- Edited research papers to ensure clarity, coherence, and adherence to academic standards.

**Center for Career Development** | Delhi, India | Career Counseling Firm

December 2016 – February 2017

### **Counselor: Intern**

- Administered psychometric tests, analyzed results, and prepared comprehensive reports.
- Developed and constructed psychometric analysis tools to assess personality traits and cognitive abilities.
- Managed events related to psychometric testing, ensuring smooth operations and participant satisfaction.

**Amity International School** | Noida, UP, India | School

August 2016 – October 2016

### **Counselor and Teacher: Intern**

- Prepared engaging activities and facilitated sessions to promote student development and well-being.
- Gained valuable experience in counseling through observation and assisting in counseling sessions.

### **Educational Qualification**

MA Applied Psychology – Amity University, Noida – 2018, 3<sup>rd</sup> Position Holder - Overall

BA Hons. Psychology – Delhi University – 2016, 4<sup>th</sup> Position Holder - Overall, 1<sup>st</sup> Position holder in 5<sup>th</sup> Semester

**GATE-2022** Qualification - Rank 125

**Financial Education** by NCFE: May 2023

**Masters in Digital Marketing:** June 2019

**Journal Publication:** *Assessment of Grit and Decision Making Styles among Males and Females of Different Age Groups. (2018)*

By Shruti Katyal and Seema Singh, In Periodic Research