



Sheetal

HUMAN RESOURCES

Highly Motivated and results-driven HR professional with 3 Years of experience in onboarding, offboarding, HR induction, recruiting, screening candidates on call, managing various job boards, handling HRMS systems, performance appraisal, employee engagement activities and exit formalities.

Seeking to leverage my expertise and dedication to contribute to the success and growth of a dynamic organization.

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Work Experience

Feb 2023 - Present **SENIOR HUMAN RESOURCE EXECUTIVE**

John Jacobs
(Lenskart)

Responsible for End-to-End Recruitment Process.

Have strong database of candidates.

Accountability of people planning, budgets & talent acquisition.

Candidate engagement through per-boarding and on-boarding stages.

Partnering & coordinating with internal stakeholders.

Joining Formalities - providing company agreements/undertaking documents, personal details form and compliance forms.

Reviewing all the forms and other documents.

Preparing the new joiners and compliance reports and sharing it to the concerned team.

Presenting HR policies with the team and Payroll policies with all the salary structure for all the new joiners in the new joiners orientation program.

Coordinating with PF Compliance vendors.

Establishes HR practices , Guidelines, and approaches Business team with solution.

Collaborates with managers and staff to enhance working relationships , develops self-esteem and enhance profitability

Training the existing and new joiners and to collect feedback for all new joiners and sharing report out with business head.

Responsible structuring reimbursement and benefits of the employees.

SEP 2022 - FEB 2023

CAR DEKHO

SENIOR HUMAN RESOURCE EXECUTIVE

Sourcing candidates on relevant job openings for our internal team from various job portals.

Create and publish job ads in various portals.

Screen resumes and job applications.

Reviewing all the forms and other documents.

Conduct initial phone screens to create shortlists of qualified candidates for a wide range of roles. (junior, senior and executive)

Follow up with candidates throughout the hiring process.

Maintain a database of potential candidates for future job openings.

Would be involved in onboarding and exit of the employees.

MAR 2022 - SEP 2022

SQUARE YARDS

SENIOR HUMAN RESOURCE EXECUTIVE

Handling 80% recruitment & 20% operations from all level for domestic profiles. Recruiting for different positions, Initial Screening, Salary discussion, Salary negotiation, Releasing Offer, follow up until joining, Onboarding, Joining formalities and Induction
Create and publish job ads in various portals.

Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.

Preparing Job Descriptions and Specifications for different kinds of roles.

Ensuring the candidate's skills and expertise as per the job description.

Conducting initial rounds, taking face to face interviews.

Screening the candidates by conducting telephonic, Virtual or Face to face interviews.

Salary negotiation and Processing/Releasing Offer Letter/Appointment Letter.

SEP 2021 - MAR 2022

SQUARE YARDS

HUMAN RESOURCE EXECUTIVE

Ensuring the candidate's skills and expertise as per the job description.

Conducting initial rounds, taking face to face interviews.

Screening the candidates by conducting telephonic, Virtual or Face to face interviews.

Salary negotiation and Processing/Releasing Offer Letter/Appointment Letter.

Skills

- Excellent communication and Interpersonal Skill
- Team spirit
- HR Induction
- Ability to work as a key player/team
- HRMS System (Pocket HRMS)
- Performance Appraisal
- Job Boards Management (Naukri, Linkedin, Shine, Indeed, etc.)
- Ability to organize and prioritize workload in any settings
- Background Verification

Education

2018 - 2021	BACHELORS IN COMPUTER APPLICATIONS Maharishi Dayanand University
2016 - 2018	12th Secondary/ High School - The Cambridge International School

Interest/Hobbies

Reading
Dancing
Cycling

Additional Info.

Language known	English (Full Professional Proficiency)
	Hindi (Native or Bilingual Proficiency)