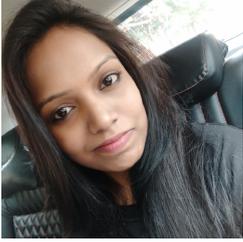


CONTACT



 **SHIVANI UPADHYAY**

 shivaniu322@gmail.com

 9644870811

 Vinay nagar Sec-2A behind Jain mandir Gwalior MP

OBJECTIVE

Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs.

EXPERIENCE

11th- Sep- 2017

*- 2nd- April-
2018*

Splash india Pvt Ltd

Hr Trainee to Hr Recruiter

Ability to handle multiple Requirements for PAN India Requirements.

Regularly maintain and update Candidate tracker.

Sourcing right candidate through job portals, Advertising , Networking and Employees Reference etc.

Screening profiles, shortlist the candidates for preliminary interview.

Proven expertise in handling end to end Recruitment process.

Campus placement.

11th-April-2018

- 5th-Jan-2019

Dezire Research

Sr.Hr Recruiter

Recruitment and Selection.

Sourcing thr portals Naurki portal, and free portals.

Performance Appraisal.

FNF and Exit Formalities.

Follow up with candidate till joining and after joining.

Joining Formalities .

Campus Recruitment process.

Employee benefits records and Maintenance.

Coordinate Onboarding process.

21th-Jan-2019 -
5th-Oct-2020

Money plant research

Asst.Manager(HR)

Recruitment and Selection .

Prepared the Attendance and Salary sheet.

Performance management.

Planning and Coordination.

Manage salary slip and employee Documentation.

End to end Recruitment.

Sourcing and screening the right candidate through various sources like Job portals, Advertising, References and Job Posting.

Employee background check

Conduct the Orientation and Induction program.

Scheduling face to face/Telephonic according to the requirements.

Completing timely report on employment activity.

Exit formalities.

EDUCATION

2017

Iitm University Gwalior madhyapradesh

MBA

78%

2015

KRG College

B.Com

68%

2012

St.paul's Higher secondary school

12th

68%

SKILLS

Basic knowledge of computer. Work on PowerPoint, MS Excel.

ACHIEVEMENTS & AWARDS

• Before 2years back to back winning the Best Recruitment award . Actively Participated in various presentations ,Role Play ,Case Study, Group Discussions. • Codinator of SagarCitas Event. • Attented the Seminar on Stress Management of Personality Development. • Attented the Seminar on Positive thinking and Suicide Prevention.

LANGUAGE

Hindi English

INTERESTS

I like Traveling. I like to making friends and interacting with people from different backgrounds.