

 09005402527

 shalini4feb@rediffmail.com

 Flat no505, Rohit residency appt.
Vikalp khand, Gomtinagar
Lucknow - 226010

SKILLS

- Employee management
- IT recruitment
- Social media management
- MS Excel
- Manual testing
- Event management
- Business Assessments
- Negotiation and coordination
- Manpower planning
- Host in-house recruitment events
- Organize learning and development programs
- Payroll processing

LANGUAGES

- English
- Hindi

SHALINI AGRAWAL

HUMAN RESOURCE MANAGER

PROFESSIONAL EXPERIENCE

Overall 4+ years of experience as an IT recruiter. Expertise in complete recruitment lifecycle. Good experience in negotiation, compensation, hiring as per project need. Team player with good communication and presentation skills.

Along with IT recruiter, I have basic expertise in social media and manual testing.

WORK EXPERIENCE

Lucid Softech It Solutions | HR executive

Jan 2019 - March 2021

- Worked closely with management and Business team for hiring of candidates.
- Designed online tests, screenings and completed walk-ins.
- Hired contract basis developers from various job portals, social networking sites and through references as per the required specifications.
- Complete management of employee record and salary management,
- Helped testing team in few projects for manual testing.

Digital Proficio | HR Manager

March 2021 - Till Now

- Handling complete IT recruitment.
- Dealing with grievances and implementing disciplinary procedures.
- Negotiation with partner agencies for outsourced work.
- Engaging with employees on a regular basis to understand the motivation levels of people in the organization.
- Preparing, updating and implementing HR policies as and when required.
- Social media management of company's own account.

EDUCATION

APJ Abdul Kalam Technical University - 2005

MBA(Master Of Business Administration)

VBS Purvanchal University - 2003

B.COM (Bachelor Of Commerce)

Children College - ICSE Board - 2000

Intermediate

MY STRENGTH

Finance skills: For resources planning, business administrations as per annual budget and payroll management.

Communication: Expertise in handling team discussions, client management. Good in verbal communication, written communication, active in listening.

Confidentiality: Aware about sensitive information like employees' personal records and details, performance evaluations, and payroll information and able to manage things smoothly.

Administrative skills: Able to manage vital employee information, contact information, social security numbers, banking information, health insurance information, payroll data, and performance reviews.

Tech-savvy: Expertise in handling latest tools, software related to business management and complete recruitment and employee management.

Employee relationship: Able to discuss, collaborate with team and management. Expertise in conflict management, developing workplace culture, and cross-departmental collaboration

Event organization: Able to organize key events like holiday parties onboarding training lunch, health camps, team building activities, outings company treats, staff appreciation etc.

Empathetic skills: Able to handle concerns, from workload to salary complaints to conflict resolution in the workplace.