

## SHIVANI PANDEY

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### CAREER OBJECTIVE

To start a career in Human Resources Management field for progressive organization in highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal.

### CORE COMPETENCIES:

- Oversaw full cycle of recruitment for each department and each unit.
- Taking care of New Joining Onboarding Process.
- Maintaining Employees files to ensure accuracy and compliances.
- Generating Employees Codes of New Joining.
- Maintaining Employees Physical Files with file numbers.
- Sending Birthday & Anniversary greeting and Email of Employees and Partners.
- Provide Appointment Letters, Salary Slips and Any other document as per required by employee.
- Full & Final Settlement of resigned employee.
- Arranging IT Assets to New Joining (Laptop/ System, Sim card & Creation Email ID
- Understand the improving areas of organization by taking feedback timely.
- Experience of Administration department.
- Being the point of focus and point of contact between employees and management
- Strong leadership skills with a sense of responsibility and accountability.
- Managing full cycle recruiting process to meet the various staffing goals across all levels.
- Excellent at maintaining positive flow of communication between departments.
- Structuring and designing recruitment process.
- Superior grasp of software used to schedule meetings and monitor company efficiency.
- Event management & maintaining all schedules to meet.
- Organize meeting to provide administrative support from senior level.
- Details oriented with excellent organization skills.
- Focused on positive problem resolution.
- Govern the distribution of assets, email, access, to new employee.
- Improving efficiencies through implementation and adoption of standard roles, processes.

### TECHNICAL SKILLS:

<b>MS Office Package</b>	MS Word, MS Excel, MS PowerPoint, MS Outlook Express
<b>Operating Systems</b>	MS Windows (98, 2000, ME & XP), MS Vista

**Key Responsibilities: -****Leaves and Attendance management process: -**

- Handling day to day queries regarding leaves, attendance, shift allowances & Comp Off.
- Tracking absenteeism/uninformed leaves of the all the employees on organizational level.
- Updating data on leave management portal after approval/confirmation as per the organization process.
- Leave reconciliation - cross verification of data & provide remarks accordingly.
- Maintaining Long Leave tracker for maternity leave and medical leave with adequate documentation and approvals.
- Update Paternity/maternity leaves on leave management portal and share congratulation email with employees.
- Maintaining medical documents & approvals from client and Project Head for resources eligible for WFH as per the policy compliance.
- Coordinating with biometric machine regarding employees attendance details and query.
- Share warning email to resources who forgot employee access card as per organization policy.
- Active participation in Fun Club events on organizational level.
- Confirming leave status of the employee to Finance for LTA purpose.

**Background check process: -**

- Ensuring that the appropriate background check(s) are conducted for all employees as per the defined process.
- Coordinating the receipt of background disclosure and authorization forms from employees and requesting the appropriate background check(s) through the third-party vendor as.
- Reviewing the background check report and sharing the status with Account Heads/Project Owner that employee is cleared or when an employee presents a potential risk, discussing such concerns and a recommendation with the Account Heads/Project Owners.
- Informing employees about the potential risk on not clearing the BGC process.
- Coordinating with recruitment team on the upcoming joiners & regular follow ups with the employees for the submission of required documents and closing all the cases in TAT as per the policy compliance.
- Maintaining copies of original background disclosure and authorization documents and reports of investigation completed & tracker of all background check processes in the centralized database.
- Implementing and interpreting BGC policy time to time Initial meetings with new joiners on giving brief about the BGC process.

**Promotions, Confirmation and PIP process: -**

- Taking care of PIP cases & Tracker - End to End process
- End to End confirmation process - Check the confirmation status of resources on monthly basis and get their quarterly assessment completed basis which confirmation will be processed.
- Preparing & Issuance of confirmation letter to employees - Execution of employee confirmation status in XAP (Internal portal) and Workday.
- Promotion Interview Process - Plan & schedule promotion assessments, Prepare & share Promotion feedbacks, Maintain Promotion recommendations data, Keeping track of Trainees Designation change.
- Execution of promoted designations on Workday.

### **Employee Engagement & Retention process: -**

- Manage day-to-day support operation i.e. responding to employee questions, maintain and update internal networking website.
- Coordinate and take initiative in planning & execution of employee engagement activities as an active member of "Fun Club".
- Active member of "Women in Action" to safeguard the concerns of women's working along with the social awareness in respect to the day to day issues.
- Active members of "Telus Day of Giving" as CSR activity.
- Coordinate in effective people practices through effective rewards and recognition, motivation & retention strategy for high performance.
- Taking care of retention data and retention interview, through discussion with Project Heads and required stakeholders.
- Maintaining the tracker and required documents for the retention scenarios.
- Coordination with RMG team for the possible substitute for the retention scenarios.

### **Recruitment, Selection and Induction:**

- Human Resource planning by having discussion with top management.
- Identifying Job Opportunities, preparing Job Description and posting JD on job portals like naukri.com and other social networking sites.
- Sourcing, Evaluating, Screening, Interviewing & short listing the candidates as per the requirement.
- Salary negotiations follow up till onboarding.
- Identifying and managing various recruitment vendors.
- Creating database of various openings in the organization.
- Collecting feedback of the shortlisted candidates from the Manager to plan future course of action.
- Handling joining formalities and induction process.

### **HR process development and execution:**

- Framed & Introduced new policies like Referral policy, Work from home, Comp off, Travel & Medical, Insurance Claims etc.
- Closure of employee grievances & queries and counseling them on concerns.
- Handling the implementation of Rewards & Recognition process.
- Initiated Fun@ Work activities, Birthday Bash, celebrations on different occasions.
- Co-ordination for town hall meeting on monthly basis.
- Shooting mails for different occasions.

### **Payroll Management:**

- Calculating attendance and leave, new joining confirmations, appraisal details, designation change, terminations, and absconding details for salary process.
- Coordinating with the Accounts Department for Final Disbursement of salary.
- Maintaining the record of monthly salary details.
- Handling queries related to salary slips, allowances, Provident fund.

**Exit Formality:**

- Submission of Full and final settlement (F&F).
- Ensure smooth relieving of employees through formal exit procedures.
- Issuing Experience & Relieving letter.
- Taking care of Disciplinary actions if any.
- Responsible for making acceptance of resignations, relieving certificates along with all the formalities of relieving from the company.

**PROFESSIONAL PROFILE DESCRIPTION:****NEC WIRE AND CABLE****SENIOR HR EXECUTIVE****EMPLOYMENT SUMMARY:**

Company Name	Designation	Duration
Dharam Laxmi Jewelers, Greater Noida	Human Resources Manager	Sep 2020 – Present Date
Zeco Aircon Pvt. Ltd.", Bahadurgarh	Senior HR Executive	Jan 2018 – July 2020
Policy Bazaar",Gurgaon	Executive	June 2017 – Jan 2018

QUALIFICATIONS			
DEGREE	COLLEGE/UNIVERSITY	YEAR	CGPA/PERCENTAGE
MBA	Allahabad University	2021	Pursuing
B.B.A	UNITED INSTITUTE OF MANAGEMENT	2017	68.7%
Intermediate	U.P BOARD	2013	81.2%
Matriculation	U.P BOARD	2011	67.2%

**CERTIFICATION/TRAINING:**

- 05 weeks in **Hindustan Media Venture Limited.**
- Duration: 10-06-2016 to 25-07-2016
- Area- Lucknow

- Title: Employee Absenteeism  
Details: I was trained, how to deal with employees and manage files related to employee details, Form 16.

### **ADDITIONAL INFORMATION**

- Extensive work experience in MS-Office tool's like MS-Word, Excel.
- Extensive work experience in SAP Sales Module version 9.2.
- Quick learner and found of learning new things with **interest and active participation.**

### **STRENGTHS:**

- Planning, team management and quick learner.
- Analytical and problem solving skills.
- Positive attitude, leader ship, hard work, accepting challenges and achieving target.

### **PERSONAL INFORMATION:**

**Father's name** : Mr. Girish Pandey  
**Date of Birth** : 08-December-1995  
**Sex** : Female  
**Marital Status** : Married  
**Languages Known** : English, Hindi

### **DECLARATION:**

I hereby declare that the above-furnished information is true to the best of my knowledge and brief.

Date:

Place: Noida

**(SHIVANI PANDEY)**