







SHIKHA SHUKLA

HR EXECUTIVE

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PROFESSIONAL SUMMARY

- A growth-oriented professional with nearly 3 years of experience in **HR functions**.
- Skilled in heading **employee lifecycle** entailing **Joining & Exit Formalities, Grievances & Payroll**.
- Capable in **bridging the gap between senior management & employees**.
- Execution of 2 **Cross functional training** programs to improve Organizational Productivity.

CORE COMPETENCIES

- ✓ HRMS/HRIS
- ✓ Payroll Administration
- ✓ PF/ESIC
- ✓ Team management
- ✓ Leadership Development
- ✓ Employee Life Cycle management
- ✓ Training and Development
- ✓ Strategic Workforce Planning

PROFESSIONAL EXPERIENCE

CEDCOSS Technologies Private Limited | Lucknow, India

HR Executive (Sep 2020 - Present)

- Conducting **end-to-end recruitment**, from sourcing to onboarding.
- Coordinating and executing **onboarding** process for new hires.
- Developing and delivering **HR training programs** to improve employee performance and engagement.
- Analyzing HR data to identify insights & support decision-making for improvement areas.
- **Implementation of HRMS (greytHR)** to reduce the manual work which resulted 75% efficient.
- Computation of **salary, attendance, leave management, extra works, compensatory offs along with Night allowance & encashment**.
- Solved 35 Non-Performance cases by **investigations** under **legal regulations**.
- Establishing comprehensive **performance management & compensation framework**.
- Managing annual **appraisal** process across the levels linked to reward management and career growth.
- Working closely with **payroll** and managing the benefit programs.
- Working on **HR policies and procedures** to ensure **compliance** and improve organizational effectiveness.
- Resolving **employee grievances** and conflicts through **conflict resolution strategies**.
- Maintaining positive **employee relations** through effective communication.

EDUCATION

Dr. Shakuntla Misra National Rehabilitation University | Lucknow, India (2017-2019)

MBA in HR Specialization