

# SHREYA RATHI

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## Career Objective

To learn different Human Resource practices within the organization and give my best while applying my acquired skills and thus contribute to the growth of the organization.

## Academic Profile

Course/ Stream	Board/ University	Year of passing	Name of the School	Marks(%) /CGPA
MBA (HR)	ICFAI	2019	IBS, Hyderabad	8.10
BBA	GGSIPI	2017	Maharaja Agrasen Institute of Management Studies	77.65
Class 12 <sup>th</sup>	CBSE	2014	Apeejay School, Pitampura	83.5
Class 10 <sup>th</sup>	CBSE	2012	Apeejay School, Pitampura	72.8

## Professional Experience

**Organization:** K12 Techno Services Pvt. Ltd

**Role:** Assistant Manager HR

**Duration:** 1<sup>st</sup> March, 2019 to till date

### Roles & Responsibilities:

#### 1. Talent Acquisition

- Handling end to end recruitment process right from preparing and sourcing profiles
- Searching of suitable profiles of candidates as per the requirements of different projects using different portals like Naukri, Indeed, LinkedIn.
- Prioritizing the requirements to ensure delivery and positioning of manpower to respective requirement.
- Taking preliminary round of telephonic and face to face interviews.
- Salary Negotiations and Releasing offer.
- Preparation and Maintenance of management reports.

#### 2. On- Boarding

- Completion of all pre- employment processes and forms according to the policy and guidelines.
- Implementing new joinee induction process and assist them in understanding their roles and responsibilities.

#### 3. Payroll Management

- To ensure that proper attendance and leave record to be maintained.
- Providing monthly payroll inputs i.e. Attendance, Leave, Salary advance etc.

## Training and Projects

### Summer Internship Projects

#### ➤ ITC-PSPD, Hyderabad

**Duration:** 1<sup>st</sup> Oct-15<sup>th</sup> Oct, 2018

**Title:** Training need analysis, identifying the learning themes at ITC-PSPD.

**Description:** Analysis performed on primary data in order to identify the training needs. Analysed the efficiency of ongoing training programs and applied decision making based on different demographics.

#### ➤ Bharti Airtel, Gurgaon (MBA)

**Duration:** 23<sup>rd</sup> Feb- 18<sup>th</sup> May, 2018

**Title:** Study on Employee Value proposition

**Description:** Helped in creating new Employee value proposition and building job descriptions for tower deployment team for Airtel.

➤ **FIS GLOBAL, Gurgaon (BBA)**

**Duration: 10<sup>th</sup> June- 21<sup>st</sup> July, 2016**

**Title:** Pre and on-boarding experience of employees

**Description:** I was involved with the new joiner induction process, essentials in a process when employee on-board the organization and also had an overview of employee life cycle i.e. Day 0 to exit.

### Positions of Responsibilities

- Coordinator of Placement cell in Maharaja Agrasen institute of management studies.
- Event Head of Official HR club “Convergence” in IBS, Hyderabad.

### Extra- Curricular Activities

- Part of Creative team and Volunteer of college annual festival genesis 2016 & 2015.
- Part of Core Team and Dance Performance of Children’s Day.
- Part of Rotract Club in College for the year 2015.

### Technical Skills

- Microsoft Office – Advance Excel, Word, Power Point, SPSS, SAS

### Personal Profile

Language: Hindi, English

Date of Birth: 5<sup>th</sup> August, 1996