**ANJALI SHUKLA**

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**PROFILE SNAPSHOT**

|  |  |
| --- | --- |
| Talent Acquisition | Joining Formalities |
| HR Operations | Exit Formalities |

* Ability to manage HR Operational work including recruitment.
* Quick learner with organizing and execution capabilities.
* Team player, detail oriented and strong interpersonal skills to maintain effective work relationship with all levels of personnel.

**WORK EXPERIENCE**

* **FlexAbility (an RPO Initiative of ABC Consultants) as an Executive- Sourcing Specialist (May 02, 2019- Sept 17, 2019)**
* **Easy Source HR Solutions Pvt. Ltd as an HR Executive (Feb 19, 2018- April 16, 2019)**

**ROLES & RESPONSIBILITIES:-**

* **Talent Acquisition:** Developed cost-effective recruitment plans using most effective channels in the shortest lead-time. (IT, Non IT and Leadership Hiring)
* **Selection** – Conducting Interviews and processing for further short-listing.
* **Joining Formalities-** Handling Documentation, preparing offer letters and appointment letters.
* **On-boarding:** Designed and conducted on-boarding for the new joiners and facilitated the training programs for the new joiners.
* **Employee Relations-** Addressing the Employee grievances or queries.
* **Account Management-** Effective communication with the internal employees and the clients.
* **HR Operations-** Attendance management system (Realsoft 10.0), preparing the salary sheet and processing it to the payroll team.
* **Exit Formalities-** Handle employee separation process, coordinating with various departments for clearance, Taking Exit Interviews, Preparing HR Letters.

**INTERNSHIP**

U**HR Trainee, RITES Ltd., Gurgaon (June 14, 2016- Aug 16, 2016)**

* Managed Recruitment Cycle- Documentation, Interviews, Selection and Induction.
* UBench-marking U- In depth study of the communication process employed in dissemination of information to prospective employees.
* Analyzing the communication process employed in two-way communication with regional offices/ inspection offices.

**ACADEMIC DETAILS**

* **M.B.A (HR and Marketing)-**71.94% from ICCMRT College in 2017
* **BA (Hons.) English-** 56.45% from SSN College, University of Delhi in 2014
* **Intermediate (Science)-** 63.80% from Kendriya Vidyalaya No. 1, Delhi Cantt in 2011
* **SSC-** 78% from Kendriya Vidyalaya No. 1, Delhi Cantt in 2009

**EXTRA-CURRICULAR**

* Participated in IIM LUCKNOW Fest-Throw Ball and Lucknow City Run(2015)
* Gold Medal in Group Dance& Kho-Kho event of PARWAZZ(2016) held in the ICCMRT College
* Gold Medal in Tug of War & Kho-Kho event of ZEAL (2016) organized by IILM, Lucknow
* Silver Medal in Group Dance of Regalia(2016) organized by LBS, Lucknow

**SKILLS**

* Adaptive and always seek to learn to new things
* Team Management skills and Relationship Management skills
* Strong Communication skill and maintaining a positive environment
* Proficient in Computer skills- MS Word , MS Excel (Formulae and other functions)

**OTHER INTERESTS**

* Travelling, Reading books and playing games.
* Socializing and meeting new people.

**PERSONAL DETAILS**

**Date of Birth**: February 14, 1993

**Mother’s Name**: Mrs. Manju Shukla

**Father’s Name**: Mr. Nagendra Nath Shukla

**Permanent Address**: Palam Colony, New Delhi

**DECLARATION**

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

  **(ANJALI SHUKLA)**