# SHAILJA THAKUR

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## EDUCATION

➢ B.Ed, Amity University, 2015
➢ M.Com, Regional Centre, (Himachal Pradesh), 2013
➢ Diploma in Finance & Account, 2012
➢ Certification in MS-Office with Tally ERP 9, 2011
➢ B.Com, P.G. Govt College, (Himachal Pradesh),2011

## PROFESSIONAL EXPERIENCE (2015 TO DATE)

1) **Digitas, RazorFish & Leo Burnett-ARC** (Entity of Publicis Communications) (Nov 2018 till Today):
   (Location- Gurugram)
   **Sr. Associate- HR**

**Sr. Associate- HR:** As a part of the HR Operations Group, my job responsibilities include:
➢ Streamlining multiple HR function process and getting them over a system from current manual practices
➢ Streamlining policies and making sure that it is implemented correctly
➢ Coordinating with manager for recruitment, training and employee relations programs
➢ Posted current job openings on official website and different job portal and kept a track of all hiring process
➢ Raising the share point request for Global Hiring and maintaining the recruiter database
➢ Gathering and analyzing statistics on employees' salaries and coordinating for the preparation of tests for all types of job openings
➢ Handle complete employee lifecycle process starting from onboarding until exit
➢ Responsible for processing employee's payroll for India as well as Singapore offices.
➢ Handling tax queries and statutory benefits like PF, Insurance, Gratuity, amongst others, for employees across these two countries.
➢ Currently we have taken employee master, LMS, onboarding and exit process on platform called ZoHo, which was manual. In addition, we have designed process flow in such a way that these processes can be self-serve toemployees
➢ Committed to give smooth and seamless HR experience to employees by taking care of engagement activities, wellness, sensitization, POSH sessionsetc
➢ To work with HR heads from different entities of Publicis Communication to get above-mentioned process implemented
➢ SPOC to work with different leaders and drive performance management cycle thrice in a year
➢ Work on weekly and monthly MIS reports, recruitment report, revenue & budgeting reports
➢ Connecting with leaders and making sure employee feedback session happens once in every quarter
➢ Connecting with employee regularly to address their concern

2) **Gunjan Organisation For Community Development** (Nov 2016 till Oct 2018):
   (Location: Himachal Pradesh)
   **HR Generalist**

**HR Generalist**: As a part of the HR Group, my job responsibilities include:
➢ Entered, stored, and updated information of employees in HRIS
➢ Collecting, compiling and presenting human resource information to managers and stakeholders
➢ Ensuring salary, job designation and responsibilities are matching with each other
➢ Supported the HR team for improving client service and enhancing payroll system also assisted in preparing employee payrolls by providing necessary information such as incentives, monthly bonus, leaves, etc..
➢ Handle complete employee lifecycle process starting from onboarding until exit
➢ Assisted in the preparation of compensation plans, and training programs for projects under Ministry of Social Justice
➢ Initiated and coordinated HR practices for the benefits of employees
➢ Develop and facilitate implementation of weekly and monthly work plan for Community Support Centre
   1. Oversee all the Monitoring and Evaluation activities in the project. Ensure that all the data collected are entered in respective tools on daily basis and verify all the records on weekly basis to ensure quality of the data
   2. Provide monthly update on target versus achievement to project director of the organization and CSC staff
   3. Arrange weekly and monthly meetings to identify lacunae in the project and lead the efforts to address them

3) **Centre for E-Learning. (E-PG Pathshala, Project Under Mhrd**) (Sep 2015 to Oct 2016)
   **(Non- HR Experience)**

**Business Coordinator:** As a part of the Business Group, my job responsibilities include:
➢ Content editor of static material of Commerce section developed by the reputed professors for the online digitalization of the postgraduate program
➢ Supplementing the online courses with dynamic quizzes, books and facts to enhance the learning material for students.
➢ MOOCS – Massive Open Online Courses via,
   1. Enhancing content for e-learning platform via Swayam portal for Post Graduate students
   2. Solving queries of students via discussion forums. Preparing Assignments & Quizzes
   3. Timely revision of content with Upgradation
➢ Teaching Learning Centre (Project Under)
   1. Maintaining database for records. Organizing workshops and seminars. Assisting the speakers in training teachers
   2. Developing an efficient system of communication for the Centre to facilitate co-ordination between the teachers and the associates