

Shreya Singhal
HR Professional

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Objective

Human Resources Generalist with 2+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives.

Professional Experience

Elite IT Services (I) Pvt. Ltd.

August 2017 – Till date

Senior Executive-Human Resources

● Management Trainee

● Executive - HR

● Senior Executive - HR

- Designing and implementing recruitment strategy for sourcing of candidates from various internal and external sources.
- Attracting talent through employee referral scheme, job portals, social media sites, walk- ins etc. to optimize recruitment cost.
- Plan, organize, and conduct induction, devise the orientation plan and background investigation of the new joiners.
- Handling Performance Management including new hire probation and annually appraisal management and performance improvement plan.
- Managing Payroll and benefit administration of New Joiners and existing employees, Medi-claim & PF query addressing, Monthly Group Payroll reconciliation, Monthly Resignation/Retirement/Contract Closure Updating.
- Handling grievances and disciplinary action, providing prompt solution.
- Manage/facilitate employee recognition and employee engagement activities.
- HR compliance activities related to PF, ESIC and other labour laws.
- Audit HR data to ensure accuracy and completeness.
- HR dashboards - Managing employee databases with accuracy, attrition, analytics.
- Facilitate the off-boarding process in accordance with company's guidelines and practices

Mount Talent Consulting

February 2017-July 2017

Management Trainee

- Managing Internal Employee Databases.
- Sourcing and screening resumes from various portals and aligning interviews.
- Head hunting, mapping and cold calling.

Sai Electricals Ltd.

June 2016 - July 2016

HR-Intern

- Performance Appraisal and designing training schedule.
- Handled joining and exit formalities.
- E-filling of ESI Challans and monthly ESI calculations.
- Maintaining PF Records of employees.

Educational Qualification

2015- 2017	Noida Institute of Engineering and Technology, Noida MBA -74%
2011- 2015	Bharat Institute of Technology, Meerut B.Tech - 77.18%
2011	CBSE Board XII - 86.4%
2009	CBSE Board X - 93.6%

Technical Skills

- Working knowledge of HRIS – KEKA, ERP
- MS Office (Word, Excel, PowerPoint, Access, Outlook)

Soft Skills

- Relationship Building
- Quick learner
- Customer service experience

Achievements & Co-Curricular Activities

- Awarded the Star Performer twice for Q4 in FY 17-18 & FY 18-19 respectively.
- Attended 2 days training on KRA Management & Job Description by Anexion Transformations.
- Successfully completed the Training conducted by GTT & NASSCOM Foundation under the Global Youth Employability Initiative.

I agree that my personal data will be processed in order to recruit for the position I am applying for.