

Shweta Shukla

Tower S1, Flat 403, Supertech Ecovillage 1, Sector 1, Gr. Noida, Uttar Pradesh – 201306
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PROFESSIONAL SUMMARY:

An adaptable and diligent professional with a positive attitude. Promotes excellent communication and organizational skills. Seeking an outstanding opportunity in an innovative and growing organization, which can utilize my experience and motivate me to perform and deliver outstanding results.

SKILLS:

- Recruitment and selection
- Induction
- Documentations
- File Management
- Attendance maintenance
- Project Management
- Exit Formalities
- Payroll preparation
- Policy Formation
- Administration work
- Team Handling
- Employment Engagement
- Generating Leads (Marketing)

WORK HISTORY:

Human Resource Manager | 03/2019 To Current

WIE Software Pvt. Ltd. – Noida

- Recruitment and selection, Induction, documentations, completion of files of employees, attendance, payroll, campus placements, policy making and administration- Vendor management.

Human Resource Executive | 09/2017 To 01/2019

Indian Online Mall – Panipat, Haryana

- Involved in HR generalist activities- Recruitment and selection, Interviews, File management, Attendance management, payroll, Policy and strategy preparation, Administration, Finance work, Marketing- Generating leads, Project management, Team handling- marketing and development and Client relationship building.

Business Trainee | 05/2017 To 09/2017

ICICI PRUDENTIAL LIFE INSURANCE CO. –Noida

- Worked as financial advisor. Involved in advising people, desiring for investment as per their future need considering their ability to invest.

INTERNSHIP:

Title: Wages and Salary Administration | 06/2013 To 07/2013

Kribhco Shyam Fertilizers Ltd. – Shahjahanpur, UP

- During my internship at Kribhco Shyam Fertilizers Ltd, I was given exposure for completion of files, biometric attendance system and cross check, induction system and wages & salary preparation. I was given a subject wages and salary administration as my summer internship project.

Title: Effectiveness of Training and Development at IEISL| 05/2016 To 07/2016

Environmental Infrastructure & Services Ltd. – Barakhamba, Delhi

- During my internship at IEISL, I was given an opportunity for recruitment wherein I had to prepare the list of candidates, call letter, scheduling, managed for interview process, analyzed training need of employees, prepared training calendar ,list of candidates for training. In this organization I was given a subject effectiveness of training and development as a project for my summer internship.

EDUCATION:

Birla Institute of Technology, Mesra – Noida off campus | MBA (75%)
HR and Marketing, 2017

Banasthali University- Jaipur | BBA (70%)
General, 2014

Don and Donna Convent – Shahjahanpur | Senior Secondary (ISC, 2011 – 85%)

Don and Donna Convent – Shahjahanpur | High School (I.C.S.E, 2009 – 85%)

CO-CURRICULAR ACTIVITIES:

- Nominated as ‘Executive Member’ of Events Organizing Committee by the management of Don & Donna Convent School, Shahjahanpur.
- Lead from the front organizing several formal and informal events at school and graduation level.
- Participated in INQUIZZITE 2015.
- Rewards in sports at school level.
- House captain at school level 2005-07.
- School captain in 2008 and sports captain in 2011.
- Rewards in debate at school level.

PERSONAL DETAILS:

Father Name: Mr. B.K. Shukla
Address: Supertech Eco village-1, Greater Noida West -201306
Marital Status: Single
Language Abilities: English, Hindi
DOB: August 9, 1992

DECLARATION:

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

Date:

Place: