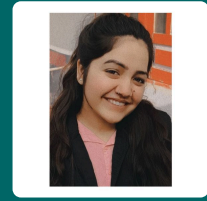


# SHIVANI SHARMA

## HR Executive

7043542951 @ sharma.shivani161998@gmail.com  
linkedin.com/Shivani-Sharma Surat, Gujarat



## SUMMARY

Motivated professional with a can-do attitude and 3 years of experience managing employee benefits, recruiting, payroll, training and onboarding new employees, and HR records that enhance overall organizational operations. Well-versed and successful in capacity building, establishing and maintaining relationships, and handling office changes throughout all levels of an organization.

## PROFESSIONAL EXPERIENCE

HR Executive 2021 - 2024  
NIIT Limited Gurgaon, Haryana

- Managed recruitment processes for 50+ roles annually, showcasing a broad scope of HR responsibilities.
- Maintaining Employee Personal files
- Negotiating Salary Budgets: Discussing and finalizing salary packages with new hires
- Facilitating the Joining Process
- Preparing Offer Letters
- Providing Administrative Support to the BHR Team
- Designing Compensation and Benefits Packages
- Background Checks for New hires
- Managing the end-to-end process of welcoming and integrating new hires into the organization
- Creating and maintaining records related to employee employment history, performance, and other relevant data
- Overseeing the onboarding process for various types of hires, including full-time, retainers, and short-term (STR) hires
- Securing Employee Confidential Information
- Addressing and resolving issues or concerns raised by employees or other stakeholders promptly.
- Ensuring adherence to internal HR policies and controls, including headcount and salary approvals
- Collaborating with team members to enhance overall performance and employee satisfaction.
- Handling Employee Grievances
- Handled Internal & External HR Audits

Social Media Intern 02/2020 - 06/2020  
Skill Oxide IT Private Limited Noida, UP

- Worked on the development and implementation of new social media plans in order to attract new customers and increase brand awareness.
- Created and analyzed digital content for various social media platforms such as Facebook, LinkedIn, YouTube, Instagram, and Twitter
- Conducted reports on the performance of campaigns and presented findings to managers.

## EDUCATION

Master's of Business Administration - HR 2024 - Present  
Amity University Noida, Uttar Pradesh

Integrated - MBA 2018 - 2022  
NIIT University Neemrana, Rajasthan

## ACHIEVEMENTS

### Streamlined Process

Streamlined various processes, including background verification, onboarding, and documentation.

### "Start of the Team"

Rewarded with the 'Star of the Team Award' multiple times for working tirelessly and completing tasks within deadlines.

### Employee Relation

Skilled in resolving workplace conflicts and promoting positive employee relations

## SKILLS

### SKILLS & COMPETENCIES

Payroll · Recruiting & Hiring ·

HR Operations ·

Employee Engagement & Relation ·

Employee Grievances · Onboarding ·

Background Checks ·

Creating Offers & Negotiation ·

Communication · Leadership · SAP ·

SuccessFactors · HRMS ·

Employee Performance & Satisfaction ·

HR Process & Policies · Labor Law ·

Orientation Programs

## STRENGTHS

### ★ Multitasker

Was appreciated for handling/Leading the TAC team for 1 Year as a single-handedly.

### ★ Love Learning

As an HR professional, it's essential to stay up to date with all the newest laws and employee benefits in the industry. I am always eager and love to learn new things and policies