**SHIVANGI**

***OBJECTIVE***

A result oriented Professional with more than 3 years of experience in various domains covering Training and Development, Employee Orientation, Employment Verification, Talent Acquisition. Seeking for a career opportunity where my skills and potential can be utilized to the maximum for substantial contribution towards the growth of the organization.

***PROFESSIONAL EXPERIENCE***

***Senior Research Associate (HR Operations)***

***Pinkerton Corporate Risk Management Private Limited, Gurgaon, India (03 Feb, 2014–05 Feb, 2016)***

**Key Deliverables:**

Handling Induction, Training and Development, Recruitment, Employment Verification, Coordinating Client Handling, Database management and Generating leads.

**Responsibilities:**

* Developing induction programs for the new recruits.
* Indentifying the training needs, developing training programs to ensure constant learning and development of employees
* Screening and short-listing the resumes based on the criteria, skills, qualification, experience and other essential components.
* Sourcing profiles from Job portals, database, references etc.
* Taking telephonic interview and doing initial fitment as per the requirement.
* Pre interview follow up with the candidates.
* Verifying background documents for offer.
* Preparing daily report and forwarding it to the Operations Manager.
* Creating Database.
* Coordinating with all new employees.

***Executive Verifications (HR Operations)***

 ***Authbridge Research Services, Gurgaon, India (09 Aug, 2012- 31 Jan, 2014)***

**Key Deliverables:**

Employment Verification, Training and Development, Client handling, Database Management and generating leads.

**Responsibilities:**

* Understanding the client requirements and fulfill within the time frame.
* Preliminary Screening to identify the possible discrepancies.
* Creating and maintaining database.
* Handling the team of Trainees.
* Cold calling to generate business lead.
* Maintaining good rapport with the clients.

***Summer Intern***

***Wipro,CCLG Ltd,Haridwar,India (June 2011- July2011)***

**Project Handled: Training and Development**

* Coordinated Induction and training sessions.
* Effectively recruited 5 candidates during internship.
* Coordinated employment audits.
* Prepared Training Calendar and various checklists.

***SKILLS & KNOWLEDGE***

* Recruitment, Preliminary Screening, Induction, Training and Development.
* Ability to work in high-pressured environment and to deal with a range of high priority issues.
* Good Communication, Interpersonal and Time management skills.
* Able to work on multiple projects simultaneously

***EDUCATION***

* Fulltime M.B.A (Major-HR & Minor- Marketing) from M.I.T., Moradabad, U.P.T.U. University, India in 2012 with 70.44%
* B.C.A. from T.M.I.M.T., Moradabad, U.P.T.U. University, India in 2010 with 78.3%
* XII (C.B.S.E. Board) K.V., Moradabad, India in 2006 with 60.3%
* X (C.B.S.E. Board) K.V., India in 2005 with 68.20%

***ACHIEVEMENTS & CERTIFICATIONS***

* Member of Event Management for cultural fest “UTKARSH”, held at M.I.T.
* Participant and Member of the Cultural Performance for Diwali Festival held at M.I.T.
* Won First Prize in Intra Department Presentation Competition held at MIT.
* Won silver in 800 meters race in “Sports meet (MITSA-2010)” held in Moradabad Institute of Technology.
* Won bronze in “National Youth Parliament Competition”.

***OTHER INFORMATION***

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| Nationality GenderDate of Birth Marital StatusLanguages Known  | : Indian: Female: 15th March 1988: Married: English and Hindi |

**Job Seeker First Name / CV No: 1718562**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 

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