**SHRUTI**

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**OBJECTIVE**

Seeking for a middle level position in a leading organization to contribute in terms of creating human resource assets through OD interventions and retention of performing employees. At the same time looking for a mentor in form of HOD for my over all professional development.

**PROFILE SUMMARY**

* Diligent, resourceful and result-oriented professional with 3 years 6 months of work experience in the field of HR with functional areas encompassing Capability Building, Manpower and success Planning’s, Talent Acquisition and Retention, and Employee Engagement, Training & Development, General Administration.
* Self-motivated, people oriented person with positive attitude and focus on goals to be achieved.
* Accustomed with MS Office.

**WORK EXPERIENCE**

**Aquarius HR Consultants (P) LTD., Delhi (Executive Search Firm) since Jan 2015 till date.**

**Company portfolio:** Aquarius, a young organization since 2010 has created reputed space among headhunting professionals, focusing on executive search for top and middle management positions for all functionality and sectors with present clients in manufacturing, automotive, specialized chemicals, FMCG, industrial, food, insurance, audit firms. Aquarius has developed a unique business structure and culture that empowers its consultants to give outstanding service to our clients. Company with a culture which is entrepreneurial, sensitive to market and able to react quickly to clients' needs.

**Growth Path:**

HR Trainee (Jan 2015 to Feb 2015)

HR Consultant (Feb 2015 to Jan 2016)

Senior HR Consultant (Jan 2016 to Jan 2017)

Asst. Team Leader (Jan 2017 to Jan 2018)

Team Leader (Jan 2018 to till date)

**Credentials handled:**

**Talent Acquisition/Recruitment**

* Responsible for recruitment of various positions from blue collar to white collar jobs (Casual Workers to Chief Managerial Levels)
* Receiving and understanding the requisitions sent by different clients.
* Sourcing CV’s from various sources like Naukri portal, job postings, mass mailing, social and professional sites like LinkedIn as well as organizational mapping cum, company database and internal & external references.
* Screening and short-listing resumes for the required job profile.
* Providing adds for the same in various vernaculars like LinkedIn, Naukri etc.
* Calling candidates, discussing the opportunity, skills and scope for them and scheduling the interviews after having concurrence.
* Coordinating with short listed candidates through e-mail’s or telephone.
* Scheduling personal / Telephonic interviews of shortlisted candidates.
* Initial phone screening of candidates to judge communications and background.
* Coordinate interviews efficiently with full commitment & conversion level to client with zero failure.
* Negotiation on various terms like notice period, packages etc. based upon performance in the interview and previous package / CTC.
* Verification, referral check, credentials check etc. as per requirement.
* On boarding, induction and verification of documents.
* Updating all the potential profiles for future references in database for efficient & effective process.
* Follow up with the candidates till the joining of candidate and ensure stability in organization within 6 months.

**Training and Development**

* Induction of new employees as per decided protocol for different positions.
* Awareness trainings on HRIS system, policies and administrative systems being carried out in the organization.
* Designing and developing the competency criteria, mapping talent against it and implementing the skill matrix system.
* Determining various training needs with competency mapping activities, standard operating procedures, processes, and other technical and environmental (external) requirements.
* Providing end to end training including SOP followed and company protocols.
* Designing training calendar as per above said needs.
* Recognizing talent pool for providing such trainings from organization.
* Ensuring high level of quality/safety consciousness among the employees.
* Documenting and executing the training programs & procedures evaluating training effectiveness.
* Validation and evaluation of the trainings.

**Employee Engagement**

* Celebration of Birthday’s of all the employees.
* Execution of activities for various festivals/birthday parties of employees
* Arrangement of fun trips with end to end budgeting and coordination with hotel bookings, local expenses for 100% satisfaction of employees.

**Performance Management**

* Designing Key Result Areas and defining key performance indicators for positions in the organization along with consultation of HOD’s and ensuring that the KRA’s fall in Customer, Internal Processes and Training and Development indicators.
* Ensuring that KRA’s are specific, measurable and time bound.
* Responsible for performance of all new joinees and offer the appropriate guidance, advice and training.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course (Stream)/Examination** | **Institution/University** | **Year of Passing** | **Performance** |
| PGDM (HR) - Equivalent to MBA  | IMT GHAZIABAD | 2018 | 61% (First division) |
| Bachelor of Commerce (Stream) | Jesus and Mary College (University of Delhi) | 2015 | 1695/2700[63%] |
| AISSCE (Commerce) | St.Gregorios School, New Delhi | 2011 | 375/500 [75%] |
| AISSE | St.Gregorios School, New Delhi | 2009 | 353/500 [70.6%] |

**INTERNSHIPS**

**Organization name: THE MATRIX** (ONE MONTH)

* The Matrix Company deals with the Sim Card services within India and Internationally.
* The job was interacting with Customers.
* Gained a lot of work experience and get to know how to work in peak pressure.

**AWARDS & ACHIEVEMENTS**

* First Position: News Reading Competition - St Gregorios School, Dwarka (2006)
* Second Position: Folk Dance - St. Gregorios School, Dwarka (2004).
* Second Position: Group Song - Population Education Week, Najafgarh (2006-2007)
* Second Position: Indian Music - Mount Carmel School, Dwarka (2006)
* Second Position: Group Song - Directorate of Education, Najafgarh (2006-2007)
* Third Position: Folk Song - Directorate of Education, Najafgarh (2006-2007)
* Third Position: Hope Race - St Gregorios School, Dwarka (1997)

**POSITIONS OF RESPONSIBILITY**

Discipline Prefect (St. Gregorios School): My Role was to ensure discipline in the school premises and supervise the junior prefects in doing the job efficiently.

**OTHER INTERESTS & ACTIVITIES**

* Participated and won many Inter School dance competitions.
* Undertaken activities like skits, sports etc.
* Choreographed dance performances in school for zonal level and state level competitions.
* Interested in reading Novels, listening Music, watching TV.

**SKILLS**

* Teamwork and leadership quality
* Creativity Motivation
* Sincerity and struggle for the best.
* Positive attitude

**PERSONAL DETAILS**

Gender : Female

DOB : 16/03/1993

Marital Status : Single

Languages Known: English, Hindi, Malayalam