

Shubham Agrawal



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Date of birth 19th Oct 1999 | Nationality Indian

Languages Known English, Hindi

WORK EXPERIENCE

25th October 2021 - Present

Human Resources Coordinator Gyma Food Industry, Dubai –UAE

- Respond to internal and external HR related inquiries or requests and provide assistance.
- Redirect HR related calls or distribute correspondence to the appropriate person of the team.
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met.
- Support the recruitment/hiring process by sourcing candidates, performing, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Coordinate training sessions and seminars.
- Perform orientations, onboarding and update records with new hires.
- Produce and submit reports on general HR activity.
- Assist in ad-hoc HR projects, like collection of employee feedback.
- Support other functions as assigned.

23rd September 2020
- October 2021

Assistant Human Resources & Implant Executive Quess Corporation Limited, Rudrapur – INDIA

- Partnered with management team to coordinate on-boarding and off-boarding processes.
- Performed internal and external audits and research and administrative reviews of programs and plans to support HR administration.
- Oversaw and managed hiring process and assisted human resources.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Responded to inquiries by answering telephone calls, in-person questions and emails.
- Maintained office supplies, distributed mail and processed invoices for payment.
- Supported coordination of benefits open enrollment activities and process.
- Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.
- Coordinated and set up meeting materials, presentations and audiovisual systems.
- Documented human resources records and maintained confidentiality of sensitive personal information
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Coordinated employee training programs to improve productivity and performance.
- Answered and redirected incoming phone calls for office.

- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Filed paperwork, sorted, and delivered mail and maintained office organization.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Organized new employee orientation schedules for new hires.
- Monitored employee attendance and performance to verify punctuality and absences, addressing issues in accordance with company policies and procedures.
- Conducted new hire orientation to verify completion of appropriate paperwork, recording information on human resources database.
- Applied mediation and collaboration to successfully resolve employee complaints and grievances.
- Developed and implemented policies and procedures to use for recruitment, employee relations and benefits administration.
- Coordinated employee training programs to improve productivity and performance.
- Tracked various statistics and kept detailed records to support human resources department.
- Coordinated employee relocation processes.
- Scheduled and coordinated interviews between hiring managers and potential candidates.
- Responded to employee inquiries regarding benefits and other HR topics.
- Participated in job fairs to recruit new talent.

EDUCATION INFORMATION

2017 – 2020	Kalinga University Raipur Chhattisgarh – INDIA Bachelor Of Arts
2016 – 2017	Secondary Uttarakhand Board Barhani Bazpur – INDIA
2014 – 2015	High School Uttarakhand Board Lalkuan Nainital – INDIA

SKILLS

- Excellent verbal and written communication skills
- Social Media Knowledge
- Workflow Planning
- Team Work
- Travel Planning
- Problem Solving abilities
- 30 WPM typing speed
- Human Resources Law
- Report Analysis
- Active Listening

INTEREST

- Reading Books
- Adventure Camping's
- Listen Music

Therefore, “I hereby declare that all the above information’s are true and correct to the best of my knowledge and belief.