

**Shashi Pandey (MBA-HR)****Mob No: +91-9455690379****Email: shaship1991@gmail.com****CAREER OBJECTIVE**

To associate with vibrant organization which allows me to put my competencies to the best use and value to the organization contributing to growth as an individual.

**WORK EXPERIENCE****11<sup>th</sup> Feb 2019 to 27<sup>th</sup> Sep 2019****Company name-** Sowil Ltd , Noida**Position-** HR Executive**Duties & Responsibilities-**

- 1) Recruiting candidates who has more than 15 years of experience in construction field by various job portals such as naukari.com, Infracon ( **Ministry of road transport and highways, Govt. of India** ) etc.
- 2) Responsible for all activities from conducting interview to till joining process , maintaining database of candidates on Excel , preparing documents such as consent letter, offer letter, Undertaking , CV formatting, Marking sheet, team distribution list.
- 3) Participating in panel interviews with directors, meetings as well as shouldered the responsibility of senior.

**30<sup>th</sup> Oct 2018 to 31<sup>st</sup> jan 2019****Company Name-** Srijan Spectrum Pvt Ltd, Gurgaon**Position-** Recruiter Trainee**Duties & Responsibilities-**

- 1)calling to candidates, recruiting and sourcing candidates as per the client need, maintaining database, follow up candidates interview to till joining process.

**AREA(S) OF INTEREST**

Recruitment & Selection , Training & development

**EDUCATIONAL QUALIFICATIONS**

Course	Year	Board/ Institution	Percentage (%)
MBA (HR)	2017	Uttarakhand Technical University	75
B.COM	2013	University of Allahabad	54
12 <sup>th</sup>	2010	U.P Board	67
10 <sup>th</sup>	2008	U.P Board	57

**INTERNSHIP INFORMATION****Organization :** Hindalco Industries Ltd. (Renukoot), Aditya Birla Group**Project Title :** Effective Training & development program for managers, supervisors & workmen.**Period :** 45 days (15th June 2016 to 31<sup>st</sup> July 2016)**Key Learnings****Topic:** - Training and Development Process

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**Tools Used:** - Questionnaires, Person to Person survey, Classroom teachings, rating

**Observations:-**Sample of questionnaires, Methodologies, survey findings, feedback rating

**Conclusions:-**It's a comprehensive, innovative, real world approach to employee education, training and development that mirrors the multi disciplinary nature of today's business and opportunity.

### **PROJECTS UNDERTAKEN**

- A comprehensive studies upon Morgan Stanley
- Mumbai Dabba wala
- A Study on the Compensation strategies

### **COMPUTER SKILLS**

- Basics - Tally ERP-9
- Computer awareness program

### **CERTIFICATIONS**

- Personality development & language skills
- Functional Creative writing
- English speaking & Personality development program
- Workshop (ongc) on **HR domain covering trends & practices**

### **KEY SKILLS/STRENGTH**

- Quick learner & passionate
- Displays honesty & integrity
- Practices self - development
- Motivates & inspires others to resolve conflicts
- Assertive approach with team members
- Co-ordination & leadership skills during project completion
- Negotiation skill

### **PERSONAL DETAILS**

Date of birth : 12th August 1993  
Languages known : English, Hindi  
Permanent address : I- 727, Hindalco Colony , Renukoot, Sonbhadra , UP 231217  
Current address : I- 727, Hindalco Colony , Renukoot, Sonbhadra , UP 231217  
Category : General  
Gender : Female

### **DECLARATION:-**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Signature:**

Shashi Pandey

**Date:**

**Place: Noida**