

ISHAN SHUKLA

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Summary

Secure a responsible position in the HR department, sharing my 4 years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

Education

M.S.W.
D.A.V.V. Indore
(Specialization in Human Resources)

B.S.W.
D.A.V.V. Indore
(Specialization in Human Resources)

Higher Secondary
CBSE Board

High School
CBSE Board

Work Experience

Senior Talent Acquisition Specialist
Big Oh Notation (OPC) Pvt. Ltd.
Noida, Uttar Pradesh 201301
(June 2022 - Current)

Roles & Responsibilities:

- Created and drove talent acquisition and job placement strategies to attract diverse candidates
- Sourcing the talent through job portals, employee referrals, Campus Placements, walk-in, headhunting etc., to optimize recruitment cost.
- Understand business and work closely with all the stakeholders to make HR an enabler for business improvement and people development.
- Doing the offer documentation, joining follow-ups, background checks, employment checks, joining formalities, MIS etc.
- Coordinating with business heads for technical interviews taking regular feedback and follow-up for closures.
- Adherence to recruitment norms & policies. Offers and approvals in proper formats, Timely submission of trackers, timely payment to Vendors & referees.
- Taking care of Induction & smooth Onboarding formalities for all the new joiners across the region.
- Conducting the first level of interviews and salary negotiations with prospective candidates
- Coordinating with various departments for the hiring process and fulfilling the requirements.
- Acts as a key stakeholder in driving and implementing organizational Talent management, workforce planning, and employee relations strategies and policies.
- Ability to handle multiple positions in the IT industry with applying different strategies to close different positions.
- Ensuring client/customer satisfaction as well as coordinating with the external clients with an objective to maintain fruitful relationships and reach business goals.
- Monitoring the conversion ratio at every stage of recruitment process & taking corrective action wherever required.
- Promoted increased focus on internal talent mobility across organizations.

PROFESSIONAL Skills

- Communicate effectively, gearing messaging towards the target audience and employing strong negotiation and buy-in skills as needed.
- Good organizational skills and ability to prioritize and balance conflicting priorities.
- Proven strong initiative and follow-through skills with little day-to-day supervision.
- Proficiency with Microsoft Office. Excellent verbal, written, and presentation skills. Strong interpersonal.
- Strong technical skills, including reporting, analysis and data validation.
- Strong Microsoft Excel skills including working knowledge of pivot tables, v-lookups, formulas, etc.
- Social Media Handling and excellent knowledge in handling payroll software
- Applicant Tracking Systems
- Contract Negotiation
- Recruitment
- Candidate pipeline management
- Candidate Sourcing
- Pre-Employment Screening

STRENGTH

- Hard working with positive attitude
- Good Team member.
- Keen Learner.

Senior HR Associate

American Chase LLP

Indore, Madhya Pradesh 452011

(December/2019 - May/2022).

Roles & Responsibilities:

- Provided troubleshooting and technical assistance in use of the PeopleAdmin system.
- Accounts Payable: enter invoices with accurate expense & class coding, print checks or prepare ACH & wire payments; review & manage extensive credit card transactions for importing into QuickBooks; maintain vendor files & issue annual 1099s; make quarterly royalty payments.
- Accounts Receivable: generate invoices for domestic and international engagements, make electronic deposits and record earned.
- Maintain and manage the timesheets of the consultant's.
- Designed and maintained job postings on various social media sites and websites with various tools.
- Maintain personnel records, collect new hire documentation, assist in employee orientations and provide benefits information to new F/T staff.
- Participated in various candidate selections and prepared an efficient interviewing schedule.
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Developed strong relationships with hiring managers to ensure hiring of successful candidates and meeting hiring goals set by various clients.
- Prepared all recruitment strategies and ensured achievement of all objectives.
- Direct contact for candidates between offer stage and New Hire Onboarding stage to assist with onboarding related questions.
- Assisted in recruitment of staff members and members on contract basis across organization.
- Delivered consultative services and recruited qualified and diversified candidates for employment.
- Oversaw and manage the hiring process and assist human resources.
- Completed projects on time and under budget while resolving complex issues for senior leaders.

HR ASSOCIATE

Yashmani Corporate Solutions Pvt. Ltd.

INDORE, 452003

(October/2018- December/2019)

Roles & Responsibilities:

- Delivered friendly assistance with new hires throughout the interviewing and hiring process.
- May deliver some HR related training, as appropriate.
- Administered compensation, benefits and performance management systems at the direction of the supervisor.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Coordinated itineraries and scheduled appointments for human resources staff.

EXTRA CURRICULAR ACTIVITIES

- Coordinate Functions at College level being an active member of the student council.
- Event Organizer in all school and College annual day functions and state level.
- Participated in play at state level.

PERSONAL INTERESTS

- Listening Music,
- Fitness freak and Playing Cricket.
- Reading

Personal Profile

- Father's Name : Mr. Darpan Shukla
- Date of Birth : 23-10-1995
- Marital Status : Unmarried
- Languages Known : Hindi & English
- Nationality : Indian

- Organized new employee orientation schedules for new hires.
- Answered and redirected incoming phone calls for the office.
- Prepared monthly, weekly and daily logs using Microsoft Office Suite.
- Posted positions through approved recruitment channels.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Maintain confidential accounting information.

Project Experience

HR Management Trainee
AMSAR Pvt Ltd. &
D&H Secheron Electrodes Pvt. Ltd.
Indore - 452006, Madhya Pradesh, India)
(November 2017– May 2018)

Roles & Responsibilities:

- HR and Admin operations: Outsource management, Canteen, Security, Housekeeping
- Maintained employee data and kept updated accounts of all employment records.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations of a busy human resources department.
- Mentored employees through personal and professional issues.
- Training and development: Identification of training needs, formation and implementation of training in respective areas.

HR Management Trainee
Ability
(September 2016 – August 2017)

Roles & Responsibilities:

- Filed paperwork, sorted and delivered mail and maintained office organization.
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for new employees.
- Devised hiring and recruitment policies for employee companies.
- Liaised between multiple business divisions to improve communications.