SHIVANI DWIVEDI
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Govind Puram , Ghaziabad

Carrier Objective:-

To obtain a position that will allow me to utilize my Skills and willingness to learn with hard work and leadership skills in a continuously changing environment in making an organization successful.

Professional Summary:-

HR Professional having around **2 years** of experience in all the gamut of Human Resources Management starting from end to end recruitment cycle to exit Formalities. Good exposure in handling **IT** Profiles and **SAP** Consultants.

Professional Experience:-

Current Organization	:- Zaptas Technologies Pvt Ltd
Job Profile	:- HR Executive
Duration	:- April 2022-Present
Location	:- Noida

Roles and Responsibilities:-

1. Handling the Recruitment cycle i.e., Understanding Job Requirement , Develop recruiting strategies with Manager , Job Posting , Sourcing , Screening.
2. Short listing the resume based on desired skills and experience.
3. Preparing offer letter, Appointment letter and completing joining formalities and documentation process.
4. Handling HRMS Software.
5. Worked on IT Profiles(e.g., Android Developer, Java Developer , .Net , Frontend / backend , UI Developer , Salesforce Developer , QA Engineer / Data Engineer.
   Good exposure on handling SAP Profiles (SAP ABAP / SD /MM /PP /QM /FICO /PS FIORI / BASIS).
6. Exit Formalities(Experience/ Relieving Letter).

Previous Organization	:-Propnm Digital Solutions Pvt Ltd
Job Profile	:-HR Trainee
Duration	:-June 2021-April 2022
Location	:-Noida

Roles and Responsibilities:-

1. Handling IT Profiles(Frontend / Backend / Full stack Developer , Business Analyst , Content Writer , Digital Marketing.
2. Post job Advertisement in Websites.
3. Review qualification of potential candidates responding to job posting and determine Candidates for further consideration.
4. Screening CV arranging meetings for the candidate with manager and HR,manage phone and face to face interviews.
7. Inform candidates and provide feedback about the interviews.
8. Keep tracks of application and interviews.
9. Collect documents required for the hiring process from the candidates identified.
10. Preparing Payroll.
11. Maintaining Attendance and leave. Preparing Offer,Experience, Joining Letters for the suitable candidates.
12. Exit process Formalities.

Academic Qualification:-

Degree	School/College	Year of passing	Percentage
B. SC Math(Honours)	Sharda University	2018	75%
12th	Dehradun Public School (CBSE)	2015	75.60%
10th	St. Mary's Convent School (ICSE)	2013	60%

Personal Details:-

Date of Birth   **:**   3rd October 1998
Nationality   **:**   Indian
Gender   **:**   Female
Marital Status   **:**   Unmarried
Current Location   **:**   Ghaziabad (U.P.)

Declaration: - I hereby declare that above mentioned information is correct up to the best of my knowledge.

Place: Ghaziabad   (**SHIVANI DWIVEDI**)