

SHIVANI PATHAK

HR EXECUTIVE

SKILLS :

Performance Management
Employee Engagement
Employee Relations
Public Speaking
Listening
Discretion
Negotiation
Flexibility

CONTACT INFORMATION:

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PROFESSIONAL SUMMARY:

Human Resource Manager with practical understanding of business needs.

Highly effective at -

- Acquire talent for the organization through end-to-end recruitment ownership
- Bond and connect management with employees and vice-versa, to foster a positive work environment
- Create and execute HR strategies that align with the overall business goals

EDUCATIONAL HISTORY:

PRESTIGE INSTITUTE OF MANAGEMENT AND RESEARCH

Indore - 2018

MBA - Personnel Administration

DAVV (DEVI AHILYA VISHWAVIDYALAYA)

Indore - 2016

BBA - Personnel Administration

GOOD SHEPHERD CONVENT SCHOOL
Shahdol - 2013

Completed Senior Secondary 12th Std

WORK EXPERIENCE

HR EXECUTIVE

Orca Studio | 06/2019 - Current

- Delivery of core recruitment practices for specified areas and roles with minimal supervision from generating approval to recruit through to on-boarding of successful candidate
- To contribute towards HR projects in a range of areas including talent acquisition, resourcing the business, organizational design, talent development, engagement, reward and benefits, employee relations, workforce planning, and health & well-being
- Conduct full life-cycle HR functions such as recruitment, phone screens, interviews, background checks, employment verification's, reference checks, offer letters, on-boarding, benefits reviews, open enrollment, investigations, discipline, termination, performance appraisals, and exit interviews
- Document control; maintaining employee files and ensuring confidential information is held in a separate location from basic employee file information
- Assists with payroll processing ensuring accuracy and completeness
- Effectively building collaborative partnerships across the organization with people managers and employees to improve working relationships, building morale, and increasing productivity and retention
- Contributing toward HR policy creation, guidance and interpretation for both established and growing company locations

HR EXECUTIVE

Highrise Solutions LLP | 07/2018 - 06/2019

RECRUITMENT MANAGEMENT

- Handling end to end recruitment & team handling
- Sourcing profiles from various recruiting sources such as Internal database, Job Portals, Social Media and references
- Sourcing and Screening of Cvs Interviewing and short-listing potential candidates
- Scheduling the interviews of short-listed candidates with the client
- Following up with prospective candidates until they complete all rounds of interviews
- Coordinating with clients and interacting with them regarding candidate offers
- Effective maintenance and creation of database
- Interaction with client on a day-to-day basis to obtain feedback and to keep a track of the current requirements
- Co-ordination for joining formalities

ADMIN ACTIVITIES

- Support & Monitor Admin activities, housekeeping, etc
- Office stationery and housekeeping, material procurement
- Maintain employee data
- Support in monthly celebrations, festivals and other events