**SHUBHAM SAXENA**

**E-Mail: hr.shubham.saxena@outlook.com**

**Mobile: +91 8448358989**

**SUMMARY:**

### 6.6 years of expertise in HR Operations experience.

### A flexible and innovative team player, who performs well both independently and in groups.

### Experience in wide range of industries and markets, from software services to IT consulting.

### Enthusiastic, creative team player with strong problem solving and organizational skills.

**PROFESSIONAL RECRUITING WORK EXPERIENCE:**

**Trek Bicycle India Pvt Ltd. (Dec. 2018 – May 2020)**

**Human Resource**

**Roles & Responsibilities:**

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| * Work with Country Head & Technology Director to develop and implement HR procedures and policies.
* Establishes requirements by studying organization plans and objectives, including R&R, compensation benchmarking, onboarding & offboarding, Policies & guidelines designing and implementation. Setting process for background check & Documentation process, payroll etc.
* Creating and modifying the Onboarding process & Offboarding process.
* Meeting with managers to discuss needs.
* Arranging travel, lodging, and meals; escorting new joiners for their joining.
* Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
* Independently handle employee database management. Have hands on experience working with HRIS (Happier work, Oracle fusion, m etc.) tools, for setting up automation processes as well as ATS for performing offer and onboarding process.
* Assist in organizing employee engagement activities and training sessions.Prepare communication letters/mails for internal circulation with some oversight.
* Playing role for GPTW India activity.
* Grievance handling of employees (Policy & Process related).
* Performance & Appraisal Management.
* Recruitment for IT and Non- IT roles as per company needs through Job portals, Social Networking portals, vendors, Employee reference, Campus, Start-ups etc.
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**Dunnhumby IT Services Pvt Ltd. (November 2017 – Aug. 2018)**

**Human Resource- Talent Associate**

**Nagarro Softwares Pvt Ltd. (March 2016 – November 2017)**

**Human Resource - Associate**

**Indicious Consulting Services (Jan 2014 – March 2016)**

**Recruitment Consultant- Client side.**

**EXTRA-CURRICULAR ACTIVITIES**

* Joined AIESEC-LUCKNOW(N.G.O), as a VOLUNTEER (June,2011-May,2012).
* Won the Merit Certificate of being in top 25% scorer in NITAT-2012 Exam conducted by NIIT all over INDIA.
* Was the Coordinator of the event by ASI on "Indian History at Space Science (Guest Lecture)" at V.I.E.T. (UPTU College) in 2011.
* Co-Founder at “TekkerzIn”-2012.

**CERTIFICATIONS**

**IT Training CERTIFICATIONS-**

JAVA-CORE

ASP.NET

INTRODUCTION TO ANDROID

**Udemy HR LEARNING CERTIFICATIONS-**

How to master hiring: Pick the right candidate every time

Recruitment for startups: How to avoid common pitfalls

Cold Email Recruiter Training: Write powerful cold emails

Conduct Behavioral Interviews & Be a Great Mentor

Understanding Performance Management as an HR professional

**ACADEMIA**

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| --- | --- | --- | --- |
|  **Examination** |  **Institute** | **Board/University** | **Year Of Passing** |
| Labor Law and Employment Compliance | IALM | Indian Law Foundation | 2020 |
| EPHRM | IIM Kolkata | IIM | 2018 |
| B-Tech | V.I.E.T |  U.P.T.U | 2013 |
| S.S.C | Red Rose Senior Secondary School |  CBSE | 2009 |
| H.S.C | St. Paul’s College |  ICSE | 2007 |

**PERSONAL DETAILS**

Date of Birth : 30th April 1991.

VISA : B1/B2 (Business VISA- USA).

Nationality/Sex : Indian/Male.

Current Address : Gaur City-1, Greater Noida- 4, Uttar Pradesh.

Languages Known : English (fluent), Hindi (native).