***CURRICULUM VITAE***

**SHIVANI KHANDELWAL**

E-mail Id: khandelwal.shivani27@gmail.com Mobile No. 9913785412

#### Personal profile

A result oriented and decisive HR professional with more than 4 years of experience in managing HR domain. Professional who posses abilities of multitasking and thereafter have strong command on interpersonal and communication skills. Possess excellent planning, prioritizing and ownership skill coupled with strong problem - solving abilities. Looking for a challenging and healthy environment where I can induce my abilities and align myself to reach the organizational objective with continuous learning and growth.

#### Key skills

* Focused on developing efficient processes using knowledge of Human resource and taking feedback from employees.
* Proficient in handling talent acquisition, talent engagement, training and development, on boarding, PMS, exit and employee welfare.
* Motivated to create collaborative team environment by using vast background in the organization of employee training and team building events.
* Proficient in giving valuable decision and taking valuable feedback from employee.
* Expert in implementing the plan of action.
* Excellent communication and interpersonal skills.

#### Career history

#### Company : Claris Otsuka Pvt. Ltd

#### Designation : Assistant Manager

#### Experience : 1.7 year (Feb’15 to Sep’16)

#### Responsibilities

#### Training & Development

#### Knowledge Enhancement

#### Induction

#### Employee Engagement

#### Drafted policies

#### PMS

#### Exit Formalities

#### Organization structure

#### Initiatives

#### Formulated PMS process and created PMS form for various levels.

#### Developed competency parameters & linked it with PMS.

#### Designed Employee handbook

#### Drafted HR policies

#### Company : Claris Lifesciences Ltd

#### Designation : Assistant Manager

#### Experience : 1.11 year (March’13 to Feb’15)

#### Responsibilities:

#### Training & Development

#### Knowledge Enhancement

#### Recruitment

#### Induction

#### Employee Engagement

#### Exit Interview & Process

#### Initiatives

#### • Drafted process flow of succession planning.

#### • Prepared 360 degree form and EE plan for overseas employees.

#### • Prepared a sample of competency matrix linking with recruitment.

#### • Prepared the PMS process flow.

#### Company : PITTIE POLYMERS PVT. LTD

#### Designation : HR Executive

#### Experience : 9 months (June’12 – Feb’13)

#### Responsibilities:

#### Manpower Planning

#### Recruitment & Selection

#### Training & Development

#### Compensation: Attendance& Leave record for payroll.

#### Competency: Defined competencies and done gap analysis on individual basis.

#### Audit: ISO, Varroc (Supported department in making different documents).

#### Miscellaneous: Designed company manual, Handled sales and Export Documents

#### Internship Summary

#### Company Name : GENERAL MOTORS

#### Duration. : 2 Months (May’11 – June’11)

#### Project Title : Exit Interview Process & Analysis

#### Summary:

#### Found reasons& done analysis on: why people leave the Organization.

#### Formulated Exit Form

#### Worked on Recruitment & Compensation

#### ACADEMIC QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Qualification** | **Year of passing** | **Institute/ University**  | **Marks(%)/ CGPA** |
| MBA | 2010-2012 | SCMLD, Pune | 65.3% |
| B.B.A | 2009 | Alwar Management Studies, Alwar | 64.60% |
| H.S.C. | 2006 | Saint Anslem Sr. Sec. School, Alwar | 65.00% |
| S.S.C. | 2004 | Saint Anslem Sr. Sec. School, Alwar | 66.00% |

#### Achievements

* Coordinated recruitment drive for Synechron in Jan’12.
* Live Project on: Survey of various branded retail outlets and formed various Human Resources policies for them in Dec’11.
* Worked on Compensation structuring of SCMLD in Oct’11.
* Core Team Member of Training Program (Six Thinking Hats) - Designed the content, Selection of video, designed Invitation Cards, Decorated venue and Technical Team in Aug’11.
* Received appreciation from Director (SCMLD): for GD, PI & Psychometric conducted by our Team in Dec’10.
* Undertook a 15 day project with Big Bazaar on ‘Retail Store Operations’.
* Attended a 10 day meditation camp (in Oct’10& Nov’11) on noble silence at Vipassana Camp, Igatpuri.
* Held 2nd position in Paper presentation on “Global Warming “in Symposium at AFMC.
* Received YHMI (You Have Made It – recognition) for my initiative, sincerity & dedication towards my responsibilities in Claris Lifesciences Ltd.
* Got offer from Zivene, after seeing my work in part time assignment.

#### Personal Minutiae

* Date of Birth - 27/10/1988
* Linguistic Abilities - Hindi & English
* Computer Proficiency - Microsoft Office.

#### Acknowledgement

I do hereby solemnly declare that all the information provided is true and correct with the best of my knowledge.

I now look forward to an opportunity to work for your organization.

Date:   Signature:

Place:                Name    : Shivani Khandelwal