



SHIVAM AGRAWAL

HR Executive

CONTACT

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karama Dubai

PERSONAL INFO

DOB 13th March, 1995

Relationship Single

Nationality India

Language English, Hindi

Passport Number R1435105

EDUCATION

MBA (Human Resources) (2019-2020)
Jaipur National University
Jaipur, Rajasthan India

BCA (Computer Science) (2012-2015)
Dr. Bhimrao Ambedkar University
Agra Uttar Pradesh India

SKILLS

- Recruitment
- On boarding, Offboarding
- HRIS
- Team Coordination
- Hr Operations, Hr generalist
- Attendance Management
- Employees Grievances.

SOFTWARE

- Microsoft Office
- Star link access attendance
- Savior access & Attendance
- HrOne access & Attendance

PROFESSIONAL SUMMARY

A Result Oriented Human Resource Professional with experience of 4 year 8 months in handling various HR activities with Indian Company. I have Proficiency in Recruitment, Onboarding ,Exit Formalities, Employees Induction, Hr General Activities, Attendance Management, Hr Administration, Hr Coordinator, Addressing Employees Grievances, Hr Mis Reports etc. Experienced in streamlining the working procedures, formulating cost effective solutions for enhancing the HR and Operations.

PROFESSIONAL EXPERIENCE

HR SR.EXECUTIVE

MAY'2019-MARCH'2021

Talent Maximums India Pvt Ltd. | www.talentmaximus.com

- Coordination attendance & leave records.
- Reports generation related to recruitment, training, employee data base, attrition report.
- Joining and Exit formalities of employees.
- Employee Exit Process- Exit Checklist, Final Clearance Management - Full & Final Settlement & Relieving documents.
- Generating Payroll inputs based on inducted employees.
- Maintenance of Employee/Personnel files and database.
- Interacting with the clients coordinating & scheduling interviews, follow-ups.
- Handling Mediclaim/Insurance, PF, ESIC and related queries..
- Facilitating planning, designing and implementation of employee engagement activities
- Training MIS for all staff & also Sharing Weekly Reports to head Office & area level
- Confirmation& Extension Process form filling & distributing letters to all the employees
- Coordinating with Corporate for all kind of quires and issues.

HR. Coordinator

SEPTEMBER'2018-MARCH'2019

TCI Express Ltd. | www.tciexpress.in

HR Executive

OCTOBER'2017-SEPTEMBER'2018

Airvision India Pvt.Ltd | www.noblegroup.in

HR ASSISTANT

AUGUST'2016-SEPTEMBER'2017

International Herbal Corporation Pvt .Ltd|