

Shalinee Namdev

About Me

Date of Birth:
April, 12th 1993

Marital Status:
Married

Current Location:
Hyderabad, Telengana

Last Company:
Research and
Development Enterprise

Designation:
Manager-HR

Belongs to:
Jaipur, Rajasthan



+91 7828389615



shalini150890@gmail.com



linkedin.com/in/shaline-namdev

SUMMARY

Well-organized professional with excellent multitasking abilities with 7years planning and coordinating Human Resources department operations and programs to develop my career as HR Professional that leads to further growth in my professional skills and personal satisfaction by utilizing my skills and ability to work for the growth of an organization.

SKILLS

- Recruitment and administration specialist
- Strong Communication skills and ability to lead the team
- Time Management for easy Approachability and Availability
- Capable of taking the Innovative approach and inspiring the team to achieve more.
- Organizational Development
- Employee Engagement Strategies
- Human Resource Management Software HRMS
- Onboarding, Training, and Development

EDUCATION

Post Graduation:

Jiwaji University Gwalior: 2015
Master of Business Administration (HR/Marketing)

Graduation:

Jiwaji University Gwalior: 2013
Honors Graduate in Economics & Financial Management

Senior Secondary Education

MP Board Bhopal: 2010

REWARD AND ACHIEVEMENTS:

First placement Dec-2017 Received a certificate of excellence as an HR from Radhadevi Ramcharan Mangal School of Management & Research.

Second placement (Jan-2018) participated in the recruiting of qualified sales associates from campus of LPU (Lovely Professional University).

Leadership led coaching and mentoring for 15 team leads to increase employee learning and development which received a 100% employee satisfaction.

Received a 95% colleague approval rate for always being friendly, compassionate and supportive at work.

WORK EXPERIENCE

Name of the organization: RESEARCH AND DEVELOPMENT ENTERPRISE

Designation- Manager-HR (September 2020 to December 2023)

- Guided leaders and employees on company policies, programs, benefits and salary administration.
- Led decision-making and implementation of HR policies, procedures, programs and functions.
- Managed employee relations, investigating and resolving conflicts to maintain a positive work environment.
- Managed employee disputes by employing conflict resolution techniques.
- Salary management which includes a payroll system and salary preparation salary structure for all employees.
- Preparation and monitoring attendance and leave policy.
- Prepare the job profiles and job descriptions for different vacancies.
- Maintenance of employees personal files, Records, and Databases.
- Assess and Identify training needs to design and conduct training programs.
- Design and implement employee welfare measures and promotion policies.
- Responsible for developing and maintaining various processes facilitating employee engagement, motivation, communication, and counseling should have good knowledge to plan employee engagement activities.
- Well-versed with hiring portals like Naukri, Indeed, and other Social Media Platforms like LinkedIn, Instagram Facebook, etc.
- Essential to have excellent written and verbal communication skills, command of MS Word and Excel.

Name of the organization: NIVESHICON INVESTMENT ADVIOR

Designation- Assistant Manager-HR (October 2019 to March 2020)

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Bridge management and employee relations by addressing demands, grievances or other issues.
- Manage the recruitment and selection process.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.
- Managing HR & Admin activities.
- Recruitment Planning & Finalizing Selections.
- Drafting & Developing ethically driven Policies & Procedures.
- Coordination with different department heads.
- Directing staff.
- To arrange Training & Development Programmer.
- Appraisals & Promotions.
- Campus Recruitment.

Name of the organization: CAPITAL HEED FINANCIAL RESEARCH

Designation- Assistant Manager-HR (September 2018 to October 2019)

- Responsible for Recruitment; Selection Process by way of exploring search engines, job portals, search firms and other sources of recruitment for candidates of required competency.
- Preparation of policies for the HR Manual.
- Handling Employee grievances.
- Coordination with the employees for smooth functioning of the organization time to time as per need.
- Issuance of Appointment letter, letter, Increment letter, experience certificate etc. which are associated to employee's' life cycle in the organization.
- Maintaining centralized database of all employees.
- Take complete care of the HR and Admin duties
- Manage the attendance and leaves of the employees and assist in payroll preparation by providing relevant data.
- Conduct induction to newly hired employees.
- Maintain Headcount report on daily basis.

Name of the organization: CAPITAL AIM FINANCIAL ADVISORY PVT. LTD.

Designation - Senior Executive-HR (September 2016 to June 2018)

- Shortlist, Negotiate and offer job.
- Screening the Resumes & Conducting the preliminary interviews.
- Job Posting on Job Portals & Social Sites.
- Coordinating in the whole process of Hiring new employees
- Taking Interviews & Selecting the suitable candidate.
- Identifying & Planning the Manpower gaps within the Organization.
- Handle team for Recruiting & Staffing.
- Database Management of Prospective Candidates through Employee referral, WalkIns.
- Maintain Joining Sheet & Leaves Data.
- Joining Formalities
- Induction of BDE to AFM
- Documentation follow ups.
- Coordinating with Training Team.
- Reference Check.
- Experience Hiring.