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Profile Summary

As an HRSS Analyst, I support the people success team by managing day-to-day activities including but not limited to administrative tasks, managing end-to-end employee lifecycle cases and exit process.

Driven to ensure a positive first experience for new customer/employees by providing excellent support and training with proven ability to quickly learn new software and products as well as develop comprehensive training materials

**ORGA NISATIONAL EXPERIENCES**

**Parker Wellbore, Mahape, Navi Mumbai Jun’21 – Till date HR Shared Service Analyst - Global**

# Key Result Areas:

* HR Service Delivery, Reporting and Governance:
* Stakeholder Management
* Data, Compliance and Service Evolution
* Employee’s life cycle management - onboarding and off boarding (**Eastern Hemisphere**)
* Maintenance of mandatory records/data and ensure they are available as requested during various audits
* Timely follow-up and escalation of issues as and when required to the management and stakeholders.
* Helped and prepare required SOP for onboarding process globally.
* HRMS Portal working on – **Oracle**
* Collaborate with other HR functions to ensure consistency and alignment in HR practices across the organization.

# WhiteHat Junior, Powai, Mumbai Sept’20 – Apr’21 Talent Acquisition -Executive

**Key Result Areas:**

* Recruitment (Teachers, Sales Manager)
* Slot Booking – Sales
* HRMS Portal worked on – **Darwinbox, Zendesk (CRM Tool)**

# DBS Bank, Nariman Point, Mumbai Feb’20 - Aug’20 HR Executive on the pay roll of HGS (Contractual).

**Key Result Areas:**

* Onboarding (HR Shared Services) within specified timeline
* New-hire process (On-boarding, joining formalities, update details on workday, etc.)
* Compliance check
* Handling roles and responsibilities for conducting Background Checks.
* Pre and post joining BGV conduction and coordination.
* Vendor management and coordination.
* Handling vendor invoices.
* BGV Data & Dashboard management
* HRMS Portals worked on – **Taleo, Workday,**
* MIS & Reporting
* Final settlements for resigned and retired employees.

# Qi lifecare Pvt Ltd, Kurla, Mumbai Sept’18 – Dec’19 HR Executive

**Key Result Areas:**

* Hire to Retire (Physiotherapists and others)
* Complete employee lifecycle management (On-boarding to Exit)
* Recruitment and Job Postings on various portals
* Joining, Documentation and Onboarding formalities
* Letters (Appointment / Offer / Bond / Confirmation / Increment / Reference letter / Transfer / Warning / Termination / Experience / Service etc.)
* Background Verification
* Biometric and manual attendance
* Payroll and compliance coordination
* Handling HR Helpdesk queries.
* Detect and handle complaints, disputes and grievances
* Training management & Coordination (Physiotherapists)
* HR Admin – Birthdays, Festival and welcome mails
* Software entries for maintaining online data and employee ID generation
* Exit Formalities
* HRMS Portal worked on – **Spine Payroll Software**

# eClerx Services Ltd., (KPO), Airoli, Mumbai Jun’15-Mar’18 HR Executive on the pay roll of Futurz.

**HR Coordination. Key Result Areas:**

* Recruitment (Financial Analysts, Contact Center, Graphic Designers, etc.)
* Provide employee relations support, issue facilitation, and develop and implement solutions to organizational and people-related challenges
* Detect and handle complaints, disputes and grievances
* Monitor timely update of personnel records
* Keeping records of walk-in candidates in MS excel (Min 100 Candidates per day)
* Preparing MBR (Monthly Business Report)
* Managing travel and accommodation
* Taking initial screening and interviews of the candidates
* Coordinating with employees and managers for their interviews.
* Trackers for daily activities
* Taking Telephonic and initial (Assessment / written / Online) Round Interview as per the requirement of concerned managers.
* Maintaining recruitment tool data

# Internal Job Posting (IJP) KRAs -

* Scheduled and performed internal recruitment for Employees
* Drafting Internal Job advertisements (mailers)
* Scheduled panel interviews with the managers.
* Providing feedback.
* Data management on selected and closed positions.
* HRMS Portal worked on – EBS – **eClerx Business Suite, Darwinbox**

**ACA DEMIC DETAILS**

* 20012-14: (**M.B.A**.) **Master of Business Administration** from "Rajasthan Technical University"
* Specialization**:** Major–Human Resource, Minor - Marketing
* 2009-12: (**B.B.I.) B. Com**. Banking and Insurance from K.P.B. Hinduja College of Commerce, "Mumbai University".
* 2007-09: 10+2 (CBSE), Mumbai.

**IT & OT HER SKILLS**

* MS Office
* MS Outlook
* ATS and HRMS – Oracle, EBS, Taleo, Workday, Darwinbox, Zoho, Spine software technologies.
* Vendor Management

# Contributing responsibilities

* Eye for detail
* Self-Driven Individual and quick learner
* A complete team player
* Ability to deliver timelines with the vision of quality over quantity
* Strong and clear communication skills
* Willing to shoulder added responsibilities and projects

**PERSONA L DETAILS**

* **Languages Known:** English & Hindi
* **Current location:** Mumbai

# Nationality: Indian

# Date of Birth: 27-Mar-1992

# Passport: W8355364