



Shriya Nigam

 Shriya9502@gmail.com

 7607658813

 Lucknow

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PROFESSIONAL SUMMARY

Finding creative solution to problems is something I have always enjoyed. I've always desired a profession that would allow me to demonstrate my analytical, managerial, and communication abilities.

WORK EXPERIENCE / INTERNSHIP

Justbaat Mediatech Private Limited, HR Executive

09/2024 – present

Responsibilities

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- Recruitment and Onboarding: Manage the recruitment process by posting job openings, sourcing candidates, conducting interviews, and facilitating the onboarding and offboarding of employees to ensure a smooth transition.
- Policy Creation and Compliance: Develop, implement, and update HR policies and organizational standards, fostering a fair and effective workplace environment.
- Employee Data Management: Maintain employee data and payroll within Razorpay Payroll, ensuring all information is up-to-date for reporting and compliance purposes.
- Performance Management and Development: Coordinate performance appraisals, assist in setting employee goals, and identify training needs while promoting professional development opportunities to enhance employee skills and engagement.

Lecan Solutions Pvt. Ltd, Jr. Recruiter

06/2024 – 09/2024

Responsibilities

Noida, India

- Sourcing Candidates: Using job portal (naukri.com) find potential candidates for open positions.
- Screening Applicants: Reviewing resumes and applications to assess candidates' qualifications and suitability for the role.
- Coordinating Interviews: Scheduling interviews and communicating with candidates and hiring managers to ensure a smooth interview process.

Sonata Finance Pvt. Ltd, HR Intern

07/2023 – 08/2023

Key Skills & Knowledge:

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- Gained hands-on experience in recruiting, selection, and talent acquisition.
- Developed an understanding of payroll processes and related terminology.

Achievements:

- Created and delivered impactful presentations on various projects and company policies.
- Proficiently used Microsoft Word to generate accurate and professional reports.

Shri Ramswaroop Memorial University, Administrative Intern

07/2022 – 10/2022

Daily Tasks:

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- Reported to the instructor to receive daily tasks and responsibilities.
- Interacted with customers via phone, email, or in-person to provide information.

EDUCATION

BBA, Shri Ramswaroop Memorial University	2021 – 2024
SSC, Mount Carmel College	2020 – 2021
HSC, Mount Carmel College	2018 – 2019

AWARDS

Awarded for organizing Cultural Events in Shri Ramswaroop Memorial University 

Event Coordinator | (Lead a team of 50+ people, Organized Events)

LOA: For Contributing as an member of Organizing Committee for Harmony in Shri Ramswaroop memorial University 

Veteran Convener | (Lead a team of 100+ people, Organized Event and Managed PR and sponsorship)

CERTIFICATES

Certificate of Completion in Digital Marketing Course by Udemy. 

Certificate of Completion in Human Resource: Payroll by Linked in learning. 

Certificate of Excellence: Supply Chain Workshop Conducted by Confederation of Indian Industry (CII) at Manfest - Varchasva. IIM Lucknow. 

Certificate of Excellence: Young Leadership Program conducted by Manfest - Varchasva. IIM 

Certificate of Appreciation: For Contributing as an member of Organizing Committee for Anubhuti  – Convener | (Lead a team of 150+ people, Organized Event, Managed PR, Sponsorship etc.)

Certificate of Organizing: For Contributing as a member of Organizing committee for Awsar  – (entrepreneurial event). | Convener | (Lead a team of 75+ people, Organized Event and Managed PR)

Certificate of Appreciation: Active Member of Organizing Committee for Annual Sports Fest ULLAS  – (Lead a team of 75+ people, Organized Event and Managed PR)| Event Student Coordinator

SKILLS

Teamwork

Managerial skills

Interpersonal and Social Skill

Client Relationship

Verbal and Written Communication Skills

Leadership

Problem Solving

Evidence-Based Decision Making

Ms Office (Excel, Word and Powerpoint)

INTERESTS

Event Planning

Blogging/Writing

Public Speaking

Volunteer Work

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Shriya Nigam

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