

## VAISHALI JAISWAL



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7+ Years



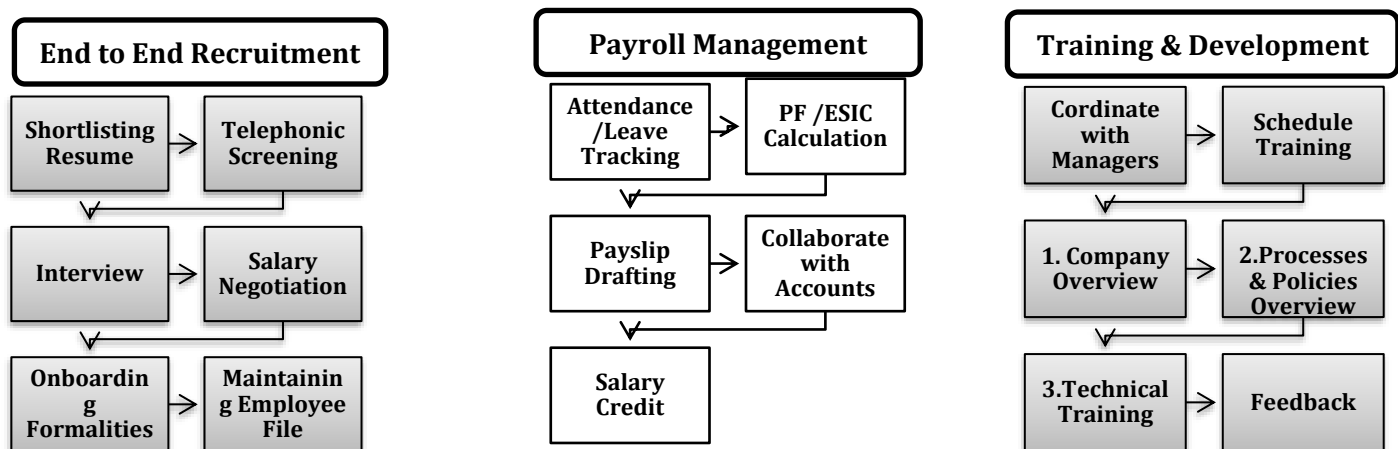
MBA-Human Resource

### SUMMARY

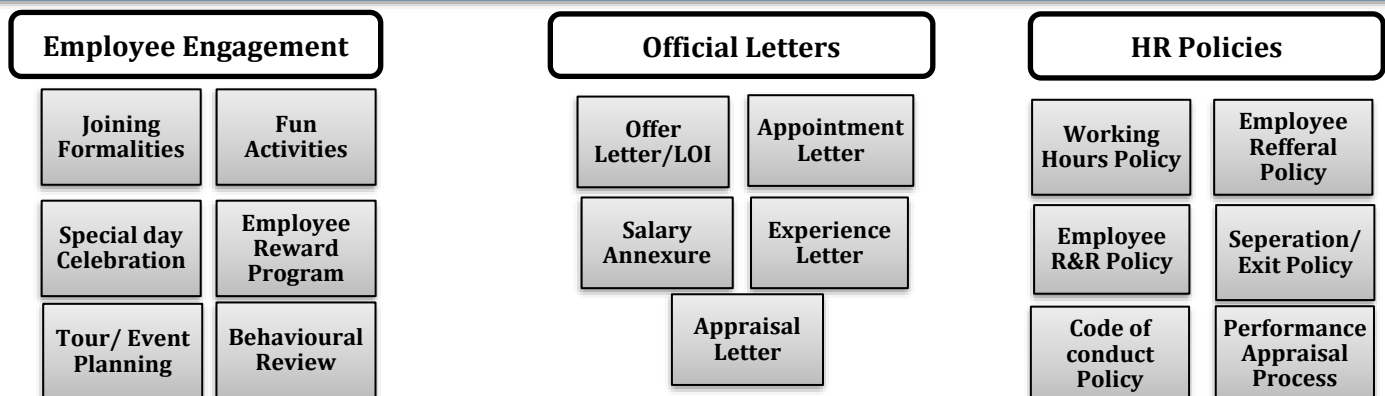
I have 7+ Years of experience in my professional journey till date. I have experience in **HR Generalist Profile** such as IT/Non-IT **Recruitment, Payroll** management, Handling **PF/ESIC** Employer Portal for **Statutory Compliances**, Employee **Engagement Activities**, Good in **SOPs, Policies** and Process Drafting, **Training & Development** and **Performance appraisal process management**.

**Open to Work** as HR Generalist, Sr. Recruiter, Sr. HR Executive, Manager/Asst. Manager- HR& Admin or other relevant positions utilizing my skillsets & expertise.

### PROCESS EXPERTISE



### HR OPERATIONS



### JOB RESPONSIBILITIES & PROFESSIONAL EXPERIENCES

Sept 2015-Present

#### I. Freelance HR (Jan 23- Present)



Delhi

- Hiring** for multiple positions in both **Technical** (Civil & Electrical) and **Non-Technical** background (Admin, Marketing & Purchase Executives, Telecaller, Office-boy, etc.) for Lucknow based Company M/s Mahaveer Enterprises.
- Using Job Portals such as Naukri, Indeed and professional platforms such as LinkedIn to **screen and interview candidates** matching with skillset requirement of the Company/Job Profile.
- E2E Process** of Recruitment, from drafting of JD, organizing interviews of shortlisted candidates, salary negotiation & overseeing the onboarding of the candidate.
- Documentation of employee's records and details & drafting Payslips.
- Sharing monthly work progress report with Cost to company break-up.

## II. Assistant Manager- HR (Feb'22 -June'22), Wellnest Health Monitoring Pvt. Ltd. Ahmedabad

1. **IT- Recruitment:** Android/iOS/Java/PHP/ Angular/Frontend developer, QA manual and automation tester, Backend developer, UX/UI designer, Project coordinator, Interns from Colleges, Content Writer, SEO etc.
2. **Onboarding** formalities, attendance and payroll services (Salary, PF, ESIC, Site Allowance, Reimbursement etc.). Have worked on **Zoho People, Slack, Hubstaff**.
3. **Development** of Employee Referral, Recruitment, Welfare, Exit Policies of the Company.
4. **Employee Engagement:** Circulating official communication to employees, Organizing the monthly & quarterly events & activities such as birthday, festival, yoga day and misc. celebrations/group activities.
5. **Performance Appraisal Process:** Communication of Assessment letters to Employees and oversee the grievance redressal process and post-assessment training & development needs of the Employees.
6. **MIS reports** on HR-metrics: Hiring Planned Vs Actual, Department-wise CTC, Attrition rates, Root-Analysis, Policies & Performance review.
7. Good command on **MS-Word, Power point & Excel**. Have Worked on **G-suite** as well.

## III. Assistant Manager-HR (Feb'20-Jan'22), Rama University Kanpur

1. **Head Hunt:** Complete Access of Naukri Portal for shortlisting perspective candidates.
2. **Recruitment:** Teaching Staff, Non-Teaching Staff, IT- Technical, Admin, Marketing, Admission Counselors, Accounts, HR Executive, Receptionist, Nursing Staff, OT Staff, Security Staff Etc.
3. **Exposure:** Knowledge of **HR Policies & Processes** for educational Institute as well as Medical Firm.
4. **Job Description:** knowledge of Teaching & Non-Teaching requirements and Job responsibilities. **(JD & KRA)**.
5. **Documentation Skills:** Joining Formalities and Document Verification as well as Full and Final settlement.
6. **Drafting Letters:** Offer, Appointment, Contractual, Experience and Relieving Letters.

## IV. Associate HR & Office Admin (June'19- Feb'20), Anand Electrical Vadodara

1. **Talent Acquisition:** Shortlisting of candidates, conducting preliminary interviews, drafting appointment letter.
2. **Payroll Management:** Attendance, **PF/ESIC** during salary processing, Payslips and EPFO portal management.
3. **Statutory Compliances:** Coordinating with external agency to ensure statutory compliances are in order.
4. Responsible for **File Audit** and **Process Audit** of the departments – Site Execution, Purchase, HR.
5. **Asset Management:** Tracking technological requirements, Asset up-gradation, Documentation.
6. **Interaction with Client** Tata Power, Avaada, Mahendra Susten, for Statutory clearances.
7. Decision making in **tendering process** (Tender Tiger) raised by Avaada Project, Mahendra Susten etc.

## V. Paid Internship Program (May'18- May'19), Urja Infra Aurangabad

1. Understanding of key requirements of the user department and **drafting JD** for posting on portals.
2. **Shortlisting and scheduling** interview with reporting managers and learning about joining formalities.
3. Involved in organizing physical databases of all the personnel and digitizing data on Company server.

## VI. IT-Executive & Management Trainee (2015-Nov'17), Realty BI Pvt. Ltd. New Delhi

1. **Database Query Writing & Data Retrieval:** Database Management (**MySQL & Salesforce**).
2. **Salesforce User and CRM Id management**.
3. Reviewing data entry in salesforce by technical executives.
4. **Coordination, Billing & Vendor Management:** Assisting procurement function, maintaining sub-vendor & supplier
5. **Inventory Management:** Maintaining stock list of materials, floating quotations, delivery expediting.
6. **Follow-up with National Housing Banks-** DHFL, LNT, ADITYA BIRLA, SUPERTECH, PNB HOUSING and many more.
7. **Technical Verification of Invoices** and Tracking details of Payments as per PO T&C.
8. **Digitalization of Documents:** Uploading documents to the **AWS server** & engage in **Data back-up & security**.

### SKILLSET

#### Job Portals

•Naukri, Indeed, LinkedIn Recruiter, Monster, Apna

#### G-Workspace

•Gmail, Meet, Drive, Sheets, Doc, Slides, Form, Youtube

#### HRMS

•Zoho, ZingHR, HRIS, Hubstaff

#### MS-office

•Word, Excel, PPT, Outlook, Teams

#### Social Media Interaction

•Facebook, LinkedIn, Insta, Twitter, Snapchat

#### Others

•Zoom, Biometric S/W, Photoshop Basic/Slack

**CERTIFICATE**  
Digital Marketing-  
Google

**CERTIFICATE**  
Google Ads  
Search

**CERTIFICATE**  
Art of Living

**CERTIFICATE**  
HTML

**CERTIFICATE**  
Oracle 10g

**CERTIFICATE**  
Sports

## ADDITIONAL SKILLS & INTERESTS

### WORKSHOPS

•Art Of Living, Yoga, **Business Communication**

### OTHER CERTIFICATES

•North-Zone **badminton tournament participation** certificates-Twice  
•Trekking Certification from Invincible NGO-Polo Forest & Maango Mountains

### HOBBIES/INTERESTS

•Yoga, Gym, Traveling, Playing badminton & Chess.  
•Stay up to date with new digital technologies and **social media best practices.**  
(Youtube/ FB pages/ Twitter(**Now X**)/ LinkedIn/Instagram)

### INTERPERSONAL SKILLS

•Collaborate with Coworker to fast forward process, Ability to work in team.  
• Proper Coordination with Managers and Management.

## ACADEMICS

Year	Examination	Institute/University	Marks obtained
2019	MBA, Human Resource	Integral University, Lucknow	79.38%
2015	B. Tech, CSE	Bundelkhand University, Jhansi	74.40%
2009	AISSCE, CBSE	JPS, Varanasi	73.30%
2007	AISSE, CBSE	St. Joseph School, Roberts Ganj	66.40%

## PERSONAL DETAILS

- Name:** Mrs. Vaishali Jaiswal
- DOB:** 12<sup>th</sup> October 1992
- Current Address:** Chattarpur, Delhi
- Joining:** Brief, 7 Days

**Birth-Place-** Sonbhadra, UP

**Languages:** English, Hindi

**Preferred location:** South-West Delhi/ Gurugram