



SHWET RAJ

Contact No- +91- 7219088146

Email Address: shwet.raj00g@gmail.com

Shwethr.raj@gmail.com

Qualified HR professional offering around **04 years** of sound experience in on-boarding, HR Analytics, Data- management & employee engagement activities,

Strengths: Excellent Interpersonal Skills, Consistent towards learning new skills, Strategic Mind-set, Self Confident.

Academics:

PGDBM – HR	Symbiosis college of Distance Learning	2019	First Class
Graduate in Mass-Media	Patna University	2016	Second Class

Professional Experience:

Organization	Role	Duration
Vyom Labs Pvt. Ltd. (I.T. Industry)	HR Executive/Generalist	July-2019 to Till Date
The Orchid Hotel Pune (Hospitality Industry)	HR Associate	Aug-2017 to June-2019

Roles: HR Executive/Generalist (Vyom Labs Pvt. Ltd.)

- Handle end to end on-boarding formalities i.e. pre-joining, post-joining & front end joining formalities for new joiners.
- Generating various HR Letters & contract extension letter
- Frequent employees update in different Data-Bases which helps to maintain a tracking system.
- Documentation, induction & bank formalities
- Analysis of various data & handle transfer cases
- Exit formalities: i.e. starts with exit interview, feedbacks with line manager till ensuring clearance from all required departments.
- Initiate background verification for new-joiner at all required parameters
- Ticket handling through ITSM- ticketing tool, to resolve employee queries
- Responsible to send stationary request & Id-card request
- Employee engagement activities i.e.: Outings, Discussions with employees & departments, Engagement meetings, Festival celebration & Wish mails.
- Queries handling at organizational level: i.e.: related to salary, HRMS portal, BGV portal any kind of misconduct or misbehave.
- Assists in Policy formulation & implementation to make efficient day to day Hr operations. i.e.: documents tracking, to handle employee queries etc.

Roles: HR Associate (The Orchid Hotel Pune)

- Managed entire on-boarding process.
- Maintaining database of candidates to keep record of employees
- Making offer letter and Appointment letter with salary breakdown
- Assisting to make Payroll & knowledge of compliances i.e.: PF, ESIC, PT. etc.
- Assisting and Coordinating for CSR and Group activities
- Organizing employee entertainment activities
- To maintain all files for record
- Planning, Organizing & Prioritizing Work On Daily basis
- To do BGV on possible candidates
- Serve as a resource for all team members by being available and accessible to discuss all human resource related issues.
- Planning and coordinating for induction of new joiners and maintaining records • Good knowledge of excel, V-lookup, word etc.

I.T Skills

- Currently working on Spine Payroll Software, Sales force, ITSM ticketing toll, KPMG Portal(bgv)
 - Worked on Opportune payroll software
 - Outlook for mail
 - Knowledge of Excel, Word, Power point and V-lookup, Concatenate etc.
-

Location Preference: Anywhere

Linguistic Proficiency

- English: Read, Write and Speak • Hindi: Read, Write and Speak
- Japanese: Beginner level(N5)

Achievement:

- Appreciation Award for executing Remote On-boarding process (Vyomlabs Pvt. Ltd.)
- Certification of International English Language Testing system (IELTS)

Personal Information:

Date of Birth: 08th August, 1992

Permanent Address: CA-8, Doctor's colony,kankar-bagh,Patna-20

Hobbies: Play Guitar, Car & Bike Driving, Swimming, wave-board riding & Learning new Languages.