Shivangi Silawat

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Personal Info
13/8, Nehru Nagar, 452001, Indore
Madhya Pradesh, India
+91 9685295502
27/05/1993

Profile
HR experience and advanced knowledge of employment law, compensation, recruitment and employee relations.

Work Experience

15/12/2020-31/05/2021   :   **HR Recruiting**
Profit Aim Research
- Coordinated work activities for HR managers, specialists and recruiting agents.
- Fostered cross-functional relationships to connect managers and employees and improve overall efficiency.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Structured compensation and benefits according to market conditions and budget demands.

01/04/2019-31/07/2019   :   **Relationship Manager**
Trading Bells, Indore
- Back office sales administration
- Assisting clients with DMAT account opening services.

01/03/2018-31/10/2018   :   **Relationship Manager**
Infoline Finance Ltd(IIFL), Indore
- Back office sales administration
- Assisting clients with DMAT account opening services.

01/03/2015-15/04/2015   :   **HR Recruiting**
Ruchi Soya Industries LTD, Indore
- Brief relevant candidates based on assigned requirements about the opportunity Regular follow up with the candidates for the interviews and other related activities

- Follow up for the successful joining for the selected candidates Required Skills
- Competency mapping of employees, data analysis and gap finding between their present and required skills.

Accomplishments

- Awarded for outstanding performance in BBA 2nd semester (1st position in Institute).
- Research project on **"Impact Of Work Environment On Employee Satisfaction"**.

Certificates

- Participation in the seminar of **"Value Based Management Education"** organized by Budding Managers Club.

Academic Qualifications

- MBA (Human Resource) from **Institute Of Management Studies, DAVV**, Indore in 2017 with 7.5 CGPA.
- Bachelor of Business Administration from **Shri R.G.P. Gujarati Professional Institute,** Indore in 2014 with 71.5%.
- XII from **MP board** in 2011 with 73%.
- X from **MP board** in 2009 with 75%.

Key Strengths

- Team player with good communication and inter personal skills.
- Outstanding analytical ability to learn new technology and tools quickly.
- Ability to Multi-task in a fast-paced, deadline driven environment.
- Ability to perform effectively and efficiently in team and individually.
- Solution oriented
- Quick Learner

Declaration

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Shivangi Silawat

Place: Indore(Madhya Pradesh)

Date: