

Shubham

Professional Sales Representative — MBA (HR Marketing)
Jalandhar, Punjab
Email: ss9876928809@gmail.com Phone: +91-9876928809

Professional Summary

Workforce Operations Expert with specialization in HR and Marketing. Experienced in recruitment, payroll automation, compliance, and employee engagement. Skilled in HRMS tools (Zoho People, BambooHR, Workday, GreytHR, Keka HR) and analytics platforms (Advanced Excel, SQL, Power BI, Tableau). Adept at designing recruiter-facing dashboards and optimizing HR workflows.

Key Skills

- Recruitment Talent Acquisition: End-to-end hiring workflows, ATS optimization, employer branding
- Payroll Compliance: Automated payroll systems, statutory compliance reporting, audit-ready documentation
- Employee Engagement: Survey design, performance appraisal cycles, retention strategies
- Workforce Analytics: Advanced Excel, SQL, Power BI (DAX), Tableau for HR dashboards and attrition analysis
- HRMS Tools: Zoho People, BambooHR, GreytHR, Keka HR, Workday, Darwinbox
- Operations Management: Attendance leave management, policy drafting, workforce planning

Experience

Professional Sales Representative (PSR)
Internship/Job Experience

Palsons Derma

- Managed client relationships and supported HR reporting for sales operations
- Collaborated with HR teams for recruitment and onboarding processes
- Prepared project and internship reports integrating HR and marketing insights

Education

MBA (HR Marketing)
BBA

Lyallpur Khalsa College Technical Campus, Jalandhar
DAV College, Jalandhar

Projects

- HR Analytics Dashboard: Designed recruiter-facing dashboards using Power BI and SQL
- Payroll Automation: Implemented automated payroll workflows with Zoho People
- Employee Engagement Survey: Created and analyzed engagement surveys to improve retention

Technical Skills

- Advanced Excel, Power BI (DAX), Tableau, SQL
- HRMS Tools: Zoho People, BambooHR, Workday, GreytHR, Keka HR
- Productivity Tools: MS Office, Google Workspace
- Design Tools: Canva, HR dashboards, recruiter reports