



SHASHI KAPOOR

Email-Id:shashikapoor316@gmail.com

Contact: 9417770625

OBJECTIVE

A Post Graduate in MBA (Human Resource& Finance) with 9 years of experience in HR profile. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

SUMMARY

Developed and implemented HR processes to support growth & transition to improve performance, profitability, growth, and employee engagement.

ORGANIZATION SCAN

- **Work as a Manager H.R & Admin in Fine Switchgears Group of Industries. Team handling, liaisoning, Industrial Relations. (1st November 2024 TO till date) (PHAGWARA-PUNJAB)**
- **Work as an Sr. Executive - H.R in Vinko Auto Industries (With the name of Alaska) Handling Contractual manpower & Attendance, Leave, Full and Final Settlements, Joining & Exit Formalities, On boarding, Handling payroll, legal compliance, recruitment, manpower & grievances handling, training & development, PMS Activities, Employee engagement, Employee retention, EPFO,ESIC ,LWF, EHS activities. (1st October 2021 TO 30th April 2024)(JALANDHAR-PUNJAB)**

- Work as an Executive - H.R in Food coast International (Manufacturer of FMCG Products & co-manufacturer of Nestle & Dabur) Attendance, Leave, Joining & Exit Formalities, On boarding, Handling payroll, recruitment, manpower & grievances handling, training & development, Manage Sales team operation (27th July 2017 TO 31st August 2021)(JALANDHAR-PUNJAB)

Job Training & Others:

- 1year job training as a HR assistant in (Ramada Jalandhar City Center a chain of world class Whyndham group hospitalities)of established professional credentials of successfully managing Pre & Post Recruitment process, Employee induction, Employee Relations, Training & Development, Grievance Handling etc. (April 2016 TO March 2017) (JALANDHAR-PUNJAB)
- Working with R.S. Sehgal consultancy services over 2 years' experience as assistant EPFO, ESIC & Legal Returns.(April 2014 TO March 2015)(JALANDHAR-PUNJAB)

Notables: -

Managerial:

- Industrial Relations
- Team Building
- Liaisoning

Talent Management:

Training and Development:

- Identifying Training needs (By yearly performance reviews) for achieving Organizational Vision.
- Planning and Executing Trainings (External, Internal)
- Training Feedback and Evaluation Sessions.
- Gap Analysis.
- Reorganize the Training Sessions for Gaps Identified.

Recruitment:

- Recruitment & Selection.
- Manage interview process.
- Joining formalities
- Issue correspondents.
- On boarding
- Off Boarding
- Inductions

Performance Management:

- KRA Payouts on the basis of organization and Individual Performance.
- PMS Activities.
- Competency Matrix
- Skill Matrix

Compensation Management:

- Payroll Process.
- Attendance management
- Leave management
- Full and Final settlement
- Exit formalities
- Facilitate yearly increments with Performance management System.
- Legal Compliance

EDUCATION

- ❖ **Metric:** KendriyaVidhyalaya (Jalandhar) in 2006
- ❖ **Inter-Mediate:** KendriyaVidhayalya (Jalandhar) in 2008
- ❖ **Graduation:**BBA from Lovely Professional University (LPU) from 2010 to 2015
- ❖ **Post-graduation:** MBA (HR& FINANCE) from Punjab Technical University (PTU) 2015 to 2017.
- ❖ **Professional:** LLB-Labor Laws (Dr. Bhim Rao Ambedkar University-Agra-UP)-2022

ACHIEVEMENTS

- ❖ Won gold medal at national level in hockey.
- ❖ Won silver medal at regional level hockey.

PERSONAL INFORMATION

Father Name	Mr. SubhashChander
Mother Name	Ms. Rajani Devi
Date of Birth:	1 st April 1989
Languages Known:	English, Hindi, and Punjabi
Marital Status:	Married

Thanks & Regards

Shashi Kapoor