

DIVYA PARWANI

HR GENERALIST

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A Agra (U.P.)

L [Divya Parwani | LinkedIn](#)

PROFESSIONAL SUMMARY

A professional with 5+ years' experience in IT Industry as Human Resources includes experience in End-to-end Recruitment, Time and Attendance Management, HRMS, Payroll and ATS etc.

- PROVEN WORK EXPERIENCE AS HUMAN RESOURCES IN IT INDUSTRY.
- HANDS ON EXPERIENCE IN END-TO-END RECRUITMENT, HIRING AND ONBOARDING EMPLOYEES TO THEIR EXIT MANAGEMENT.
- OVERSAW PAYROLL AND BENEFITS ADMINISTRATION.
- LED RECRUITMENT EFFORTS.
- CREATED AND DELIVERED EMPLOYEE TRAINING PROGRAMS.
- CONDUCTED PERFORMANCE REVIEWS.
- HANDLED EMPLOYEE RELATION ISSUES.
- SUCCESSFULLY SOURCED AND RECRUITED QUALIFIED INFORMATION TECHNOLOGY PROFESSIONALS TO FILL OPEN POSITIONS.
- PERFORMED REFERENCE AND BACKGROUND CHECKS ON CANDIDATES.
- EXPERIENCE OF ISSUING OFFER LETTER, TERMINATION LETTER, ATTENDANCE MANAGEMENT, KEEPING LEAVE RECORDS, MAKING SALARY SLIPS.
- CONDUCTED INTERVIEWS AND SELECTED THE MOST QUALIFIED CANDIDATES.
- CONDUCTED PHONE SCREENINGS AND IN-PERSON INTERVIEWS TO ASSESS CANDIDATES' SKILLS AND QUALIFICATIONS
- SUCCESSFULLY ON-BOARDED AND TRAINED NEW EMPLOYEES.
- EXTENDED JOB OFFERS TO QUALIFIED CANDIDATES AND NEGOTIATED SALARY AND BENEFIT PACKAGES.
- SUCCESSFULLY DEVELOPED AND IMPLEMENTED EMPLOYEE RETENTION STRATEGIES.
- EXPERIENCE OF SOURCING CANDIDATES USING JOB PORTALS, INTERNAL DATABASE AND SOCIAL MEDIA.
- EXECUTED HR OPERATIONS AND LEGAL COMPLIANCES.

ACADEMIC QUALIFICATIONS

B. Com from Agra university in 2007

HARD SKILLS

- M.S. OFFICE
- COMPUTER LITERACY
- SOCIAL MEDIA SKILLS
- COMMUNICATIONS SKILLS
- JOB PORTAL MANAGEMENT

SOFT SKILLS

- PROACTIVE
- TEAM MANAGEMENT
- PROBLEM SOLVING
- DECISION MAKING SKILLS
- NEGOTIATION SKILLS
- ADAPTABILITY

EXPERIENCE

May 2022 to Present

Working as HR Generalist at Infiniticube Services Pvt. Ltd.

July 2021 to April 2022

Worked as HR Recruiter at Indglobal Digital Pvt. Ltd.

January 2021 to June 2021

Worked as IT Recruiter at Corporate Stalwarts

November 2016 to December 2019

Worked as Human Resources at LifeA5 Corporation

DECLARATION

I hereby declare that all the information given above is true to best of my knowledge and belief.

