**NITIN SHOKEEN**

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**OBJECTIVE:**

**Looking for challenging and motivating position in professionally managed organization where I can enhance my skills and strength in conjunction with the company’s goals and objectives.**

**Executive Profile:**

* Around 6.5 years of experience in Recruitment & Sourcing, Training and Development. A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives and maintain harmonious relations among employees.
* Demonstrated abilities in implementing strategies for augmenting business, identifying and penetrating new market segments, training modules and organizing team building events.
* An effective communicator with interpersonal skills, excellent relationship building & Analytical skill.
* Sourcing profile by visiting job portals, candidate referrals and strategies to hire best out of others.
* Planning, coordinating and executing head-hunting process and maintaining a comprehensive data bank of all employees with varied background.

**Core Competencies:**

* Strategic HR Planning
* Administration Management
* Employee Grievance Handling
* Training & Development
* Performance Appraisal
* Payroll Analyst
* Handling the development and administration of performance management programmes in the organization, including periodic performance reviews and appraisals for all staff members
* Implementing HR Induction which involves policies & administrative norms joining formalities and briefing of new joines as well as on–boarding, Induction/ exit processes.
* Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
* Coordinating activities for the identification of training needs of employees for upgrading their behavioural and technical soft skill using a competency based approach.
* Initiating & conducting organizational development initiatives to manage change and foster effective work group relationships and communication processes.

**Career Scan**

**T.R. Sawhney Motors Pvt. Ltd. MAY 2014 - till date**

**SR. H.R. Executive**

**Major Responsibilities:**

* To handle **Recruitment process** as well as monitoring for the **employees engagement** towards work.
* Provide simultaneously the **Training and Development** Part for fresh employees.
* Working on **payroll process HRONE** and also keep employees understand about the ESI and PF requirement.

**SHAREKHAN LIMITED DEC 2009-MAY 2012**

**Assistant Manager (H.R. Executive)**

**Major Responsibilities:**

* Maintaining relationship with the employees and solving out their issues related with job and salary.
* Hiring new and fresh talent with keen to fulfill organization human resource requirements.
* Maintaining and controlling the **payroll** part for the north zone employees.

**TATA INDICOM JAN 2007 - DEC 2009**

**H.R. ANALYST**

**Major Responsibilities:**

* To handle organization **hiring** process for human resource and make report for employees requirement within the organization.
* Maintaining proper relationship with employees on solving their issues related with pay and compensation.
* Providing leadership and motivation to the employees in attaining their targets.

**Achievements**

* Got best trainer award for two times in tata teleservices limited.
* Become best motivator within the organization.
* Got silver medal in the conceptual TRAINING AND DEVELOPMENT program.
* Maximum Retention Of Employee awards.

**Academia**

* M.B.A. (H.R.) + (I.T.) from GGSIP University.
* B.B.A. (H.R.) from M.D. University, Rohtak.
* 12th from C.B.S.E.
* 10th from C.B.S.E.

**Technical Education**

* SAP Basis Certified
* Well versed with MS-Office.
* MIS, SQL, HTML & DHTML.

**Core strengths**

* Self motivated, confident & dedicated toward work.
* Leadership quality, and creativity
* Sincere & good interpersonal skill, Zeal to learn & organizing capability

**Personal Dossier**

**Date of Birth** : 30th Sep 1985

**Father’s Name** : Mr. Jaipal Singh

**Marital Status** : Married

**Hobbies** : Reading, Music and Making new friends

**Languages known** : English & Hindi.

**Declaration**

I hereby declare that the above mentioned facts are true to best of my knowledge and belief.

Date: ..............

Place:.............. (NITIN SHOKEEN)