

Mayuri Srivastava

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An incisive HR professional with 5+ years of work experience. Have good interpersonal skills to persuade, influence and adapt communication style to different situations and individuals. Directed all human resources functions with proven ability to successfully multi-task in a diverse, fast-paced environment of more than 50 employees.

Experience

HR Manager : 29th Nov, 2021 - 31st July, 2023

Anyhow Infosystems (OPC) Pvt Ltd, Noida

- Leading end-to-end recruitment processes.
- Identifying staffing needs and implementing effective hiring strategies.
- Conducting interviews, evaluating candidates, and making hiring decisions.
- Managing employee issues, grievances, and conflict resolution.
- Developing and updating HR policies and procedures.
- Implementing engagement initiatives, surveys, and feedback mechanisms, resulting in a 25% increase in overall job satisfaction.
- Promoting a positive work environment and team-building activities.
- Recognizing and rewarding employee contributions.
- Maintaining accurate HR records and documentation.
- Led performance appraisal processes and provided constructive feedback.
- Implemented a performance improvement plan that led to a 10% increase in productivity.
- Aligning HR strategies with the company's overall business objectives.
- Contributing to workforce planning and talent acquisition strategies.
- Implementing initiatives that support the company's long-term vision.

Highlights

- Recruitment and Staffing
- Employee Relations
- Policy Development and Compliance
- Employee Engagement
- Talent Management
- Performance Appraisal
- Strategic Planning
- Documentation
- Background Verifications
- Payroll Management
- Leadership and Management
- Technology Proficiency
- Problem-Solving and Critical Thinking

HR Manager : 4th June, 2019 – 31st August, 2021

TechExe IT Solutions Pvt Ltd, Lucknow

- Managing the recruitment process by posting job openings, reviewing resumes, and coordinating interviews.
- Communicating with candidates and scheduling interviews.
- Responsible for the onboarding new employees, including paperwork & orientations.
- Ensuring that new hires have a positive and informative welcome experience.
- Responsible for employees' leaves and attendance management.
- Accomplished background check, employment verifications & reference checks.
- Maintaining accurate employee records and files.
- Providing employees with guidance on HR policies and protocols.
- Providing general administrative support to the HR department.
- Collaborating with HR colleagues on various projects and initiatives.
- Assisting in the organization of employee engagement activities and events.
- Ensure proper flow of communication through company meetings, suggestion programs, and employee satisfaction surveys.

HR Executive : 21st Nov, 2017 - 28th Dec, 2018

Think Computers, Lucknow

- Assisting in the recruitment process by posting job openings on job boards and company websites.
- Reviewing resumes and applications, scheduling interviews and coordinating with candidates.
- Maintaining accurate employee records
- Overseeing staff attendance and absence monitoring.
- Client-side visits on regular basis for proper coordination and management.
- Responding to basic employee inquiries regarding HR-related matters.
- Providing support to HR Managers and team members as needed.
- Actively seeking opportunities for personal and professional growth within the HR field.

Education

M.B.A. (H.R. & I.R.) - 7.94 CGPA

Lucknow University: 2015 – 2017

B.Com. -

Lucknow University: 2012 – 2015

Internship

Max Life Insurance, Lucknow

20th June 2016 – 20th July 2016

- Completed training on the topic **"Recruitment and Selection"**
- To identify staff vacancies and recruit
- Assisting H.R. Head in interviews.

Hobbies

- Music
- Cooking
- Reading
- Drawing