

Sheetal Kumari

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Professional Summary

HR professional with 2.5+ years of hands-on experience in managing end-to-end HR operations, recruitment, employee engagement, and payroll processes. Adept at handling hiring, onboarding, performance support, and HR documentation, while actively exploring HR analytics for informed decision-making. Passionate about creating structured, employee-focused HR practices using modern HRIS tools to enhance organizational effectiveness.

Skills and Competencies

- End-to-End Recruitment
- Employee Lifecycle Management
- Interviewing & Offer Negotiation
- Onboarding & Induction
- Payroll & HR Operations
- Proactive
- HR Documentation & Compliance
- Employee Engagement Initiatives
- HRIS Tools (GreytHR, Zoho, Spine)
- HR Analytics
- Stakeholder & Employee Handling
- People-Focused

Work History

HR Executive

NowAWave Technologies Pvt Ltd | Jodhpur

May 2024- Present

- Scaled the organization from **22 to 40+ employees** by leading **end-to-end recruitment** and **employee lifecycle management** across **80% tech and 20% non-tech roles**.
- **Planning interview** and **selection procedures**, including **screening calls, assessments**, and **in-person interviews- reducing time-to-hire by 25%**.
- Strategically tracked **hiring plans** aligned to **monthly business needs**. Carrying out discussions on **salary negotiation** with the candidate.
- Managed **payroll operations** and **HR coordination** for a growing team, gaining end-to-end exposure in **people operations**.
- Explored **HR Analytics**, including Employee Performance Metrics, Attrition Analysis, and HR Case Studies to deliver actionable insights.
- Coordinated and executed **20+ employee engagement** activities, fostering a positive workplace culture and enhancing team morale.
- Handled **employee grievances** and concerns, ensuring timely resolution and policy alignment.
- Designed and implemented core **HR policies** and organizational documents, including **offer letters, company policies**, and **the code of conduct**.
- Strategically managed **performance management, appraisal**, and **increment discussions** aligned with business growth objectives.
- **Platforms Used:** LinkedIn Recruiter, indeed, and Internshala for talent sourcing; GreytHR, Spine, and Zoho for HRIS management.

Human Resource

Ozibook Tech Solutions | Bengaluru

July 2023- Apr 2024

- Sourced candidates through LinkedIn, Internshala, and Naukri for multiple hiring requirements.
- Screened resumes and cover letters for **25+ roles**, supporting **80% non-technical and 20% technical positions**.
- Designed job descriptions and interview questions aligned with role requirements and business needs.
- Scheduled and conducted **150+ interviews** in my tenure, including screening and HR rounds.
- Coordinated closely with department heads to understand hiring needs and role expectations.
- Conducted training and induction programs for new hires during the **initial 2-week probation period**.

- Maintained and updated employee and intern databases for accurate record management.
- **Promoted to HR Team Leader within 3 months**, overseeing a team of **10 members** and supporting daily HR operations.

Education

| Year | Degree | Institute | CGPA% |
|---------|-------------------------------------|--------------------|----------|
| 2023-25 | Master's in Business administration | JNVU | Pursuing |
| 2020-23 | Bachelor's in Commerce | JNVU | 70.8% |
| 2019-20 | 12 th Grade CBSE | Army Public School | 90.2% |

Certifications

- **Diploma in Computer Applications-** Certified in MS Word, Excel, PowerPoint & Access.
- **The Aaramabh Organization-** Recognized for community service and NGO collaboration during MBA project.

EXTRACURRICULARS / PROJECTS / CERTIFICATIONS / ADDITIONAL EXPERIENCE

- **HR Team Leader** – Led a 10-member team, supporting daily HR operations, administrative coordination, and internal process improvement.
- **Operations Support** – Assisted in documentation, process tracking, and cross-team coordination to improve internal workflow efficiency.

Other Interests

Badminton, Painting, Art & Creative Design