SHALINI GODIYAL

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M-202, Sector-12, Pratap Vihar, Ghaziabad, U.P – 201009

CAREER OBJECTIVE

To work in a dynamic and growth-oriented organization where I can utilize and enhance my HR, administration, and coordination skills while contributing effectively toward organizational growth and professional advancement.

ACADEMIC QUALIFICATION

- B.Com from Delhi University (2012)
- 12th from C.B.S.E Board (2008)
- 10th from C.B.S.E Board (2006)

PROFESSIONAL QUALIFICATION

- MBA in HR from Sikkim Manipal University (2015)
- HR Generalist Practical Training, Spectrum Infogain Services, Noida (45 Days – 2014)

Assistant Manager – HR | M/s Devang Solaar (P) Ltd | 05 Oct 2015 – 14 Mar 2026

- Leading manufacturer of solar photovoltaic modules, solar lighting, and LED products.
- Managed end-to-end recruitment including sourcing, screening, interviews, onboarding, and induction.
- Handled payroll processing and statutory compliances including PF, ESI, bonus, gratuity, overtime, and TA/DA calculations.
- Managed joining, exit formalities, Full & Final settlements, employee records, and monthly HR registers.
- Coordinated employee performance evaluations, increments, and increment letter preparation.
- Handled employee grievances and maintained a positive work environment.
- Coordinated with departments and technical teams for documentation and process support.
- Managed certifications including NSIC, ISO, SSI, UL, and TUV coordination.
- Organized exhibitions, display setups, logistics, and marketing Daily Activity Reports (DAR).
- Managed client/vendor follow-ups, payment coordination, and task closures.
- Supported website development, content updates, and catalogue coordination.
- Ensured timely follow-ups and smooth completion of operational deliverables.

HR Generalist | M/s H.V. Equipments Pvt. Ltd | 27 Feb 2013 – 30 Sep 2015

- Conducted primary screening and coordinated with HODs for final selection.
- Managed HR orientation, induction, joining formalities, and bank account opening.
- Generated employee codes and handled biometric attendance login processes.
- Identified training needs and coordinated employee training programs.

- Generated attendance data from biometric systems and maintained attendance records in Excel.
- Updated salary structures and corrected salary arrears.
- Coordinated annual appraisals and prepared increment letters.
- Maintained employee documentation and personnel records.
- Processed Full & Final settlements for exiting employees.
- Managed PF, ESI, and TDS coordination including monthly, half-yearly, and yearly returns.
- Managed HR activities for approximately 100 employees.
- Handled grievance management and employee welfare activities.
- Organized birthday celebrations, festival celebrations, and engagement activities.
- Conducted annual reward and recognition programs for employee performance.

Office Executive | Flying Mates | 01 Aug 2012 – 15 Feb 2013

- Managed office administration, coordination, and operational support activities.

COMPUTER SKILLS

- MS Office
- Outlook
- Internet Applications
- Attendance & Payroll Management in Excel

STRENGTHS

- Quick Learner
- Punctual, Enthusiastic, and Result-Oriented
- Strong Coordination & Communication Skills
- Positive Attitude and Team Player

PERSONAL DETAILS

- Date of Birth: 14 January 1991
- Father’s Name: Mr. C.D Godiyal
- Gender: Female
- Marital Status: Unmarried
- Languages Known: Hindi, English
- Hobbies: Listening to Music, Reading Books, Dancing

DECLARATION

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