

NUPUR SHAH

MANAGER : HR & OPERATIONS

8238354131

nupur2601shah@gmail.com

A/203, VISHWNATH SAMAM, SHELA

SUMMARY

Handling employee inquiries, grievances, and disciplinary actions in accordance with company policies and procedures. Coordinating training programs to ensure employees have the necessary skills and knowledge to perform their jobs effectively and safely. Administering payroll, managing employee benefits programs, and ensuring compliance with relevant regulations. Implementing performance appraisal processes, providing feedback to employees, and working with managers to address performance issues. Maintaining employee records, processing paperwork related to hiring, termination, and other HR transactions. Ensuring compliance with labor laws, safety regulations, and other relevant legislation governing the food manufacturing industry. Collaborating with management to develop and enforce health and safety policies and procedures to maintain a safe working environment for all employees.

PROFESSIONAL SKILLS

Recruitment & Talent Acquisition

Employee Relations

PAYROLL MANAGEMENT

TIME MANAGEMENT

Operations

Onboarding & Orientation

Strong time-management skills

WORK EXPERIENCE

MANAGER : HR & OPERATIONS

(Dec 2024 - Present)

Eventbazaar Pvt Ltd

- Efficiently managing day-to-day office operations including office supplies, stationery, and housekeeping coordination to ensure a smooth and organized workplace.
- Handling end-to-end recruitment processes for four different companies across industries — Events, Décor, and Real Estate — including sourcing, screening, scheduling, and onboarding.
- Maintaining and updating employee records, attendance, payroll, PF, and ESIC documentation with accuracy and confidentiality.
- Coordinating with vendors and suppliers for procurement of office essentials, ensuring cost-effective purchasing and timely delivery.
- Preparing and maintaining Excel-based reports for attendance, salary, inventory, and recruitment tracking.
- Supporting the owner and management with multi-company HR and administrative operations, ensuring seamless communication and workflow.
- Building strong professional relationships with internal teams and external partners through effective communication and coordination.
- Managing salary disbursement and ensuring compliance with statutory requirements.
- Managed end-to-end recruitment including sourcing, screening, interviewing, and onboarding.
- Assisted in implementing HR policies, maintaining compliance, and ensuring smooth employee lifecycle management.
- Coordinated with different departments for manpower planning and new hire requirements.
- Managed HR documentation, offer letters, and employee database updates.
- Supported employee engagement activities and grievance handling.
- Prepared HR reports and maintained data efficiently using Excel and HR tools.

HR MANAGER

(Jan 2024 - Present)

ABS Foods Ltd

- Attendance and Payroll Management managing attendance and payroll for over 150 employees and laborers. Ensured accurate and timely payroll processing.
- Recruitment Process Oversight managed end-to-end recruitment for all hierarchical levels. Conducted candidate sourcing, screening, interviewing, and onboarding.
- Security Management Supervised security protocols to maintain a safe working environment, Coordinated with security personnel and managed security systems.

- Recruitment Process Oversaw end-to-end recruitment for all hierarchical levels. Conducted candidate sourcing, screening,
- Travel Management Handled travel arrangements, bookings, and visa processes for Directors & Consultants . Ensured compliance with travel policies and budget constraints.
- Labor Management Supervised laborers and ensured adherence to company policies. Addressed and resolved labor-related grievances and disputes.
- Operational Activities like Managed daily operational activities to ensure smooth company operations. Coordinated with various departments to streamline processes and improve workflow.
- LinkedIn Management like Managed the company's LinkedIn profile and online presence. Posted updates, job openings, and relevant content to enhance visibility and engagement.
- Reporting Prepared and presented regular reports on operations and HR activities to the Director. Provided insights and recommendations based on data analysis and performance reviews.
- Prepare for and conduct SEDEX audits to ensure compliance with social and ethical standards, addressing any areas of improvement
- Conduct comprehensive onboarding and orientation for new employees, ensuring a smooth transition and familiarizing them with company culture and policies.
- Develop, implement, and update HR policies and procedures to maintain consistency, compliance, and transparency within the organization.

RECRUITMENT LEAD

(Jan 2022 - Dec 2023)

ADDREC SOLUTIONS

- A Evaluating and understanding the clients requirements.
- Sourcing relevant profiles from portals, external sources and employee references.
- Screening out and scrutinizing the resumes.
- Identifying the suitable candidates quickly for client submission for the given requirement within stipulated time frame.
- Scheduling interviews of applicants based on client requirements.
- Maintaining good relations with Clients.
- Maintaining database and daily report of candidates screened, submitted and selected for immediate and future requirements.
- Keeping continuous follow-up with the selected candidates till the date of joining
- Responding to client inquiries in a timely and professional manner.
- Working on Client requirement and also client management .
- working on Passive hiring and making Mapping sheet upon market as per requirements. Having experience in infra Hiring and Little bit in Gulf Hiring .working on bottom to Top level requirement.
- working as per assigned requirement and Source candidate and connect with them
- Working on Real estate and International Requirement from different portals and using multiple ideas for diversify groups.

EDUCATION AND INTERNSHIP

SNAPSEARCH(TALENT AQUISITION INTERN)

- Scheduling interviews and shortlisting Candidates as per company Requirements
- Finding different Candidates with Different types and different portals like Naukri.com, shine.com , Monster .com ,references and for International requirements using linkdin Portal.
- Sourcing candidates to On boarding to clients requirement.
- complied feedback after interviews ,and discussion compensation packages.
- creating Post and job posting on different portal like link din and telly gram.
- working as individual Contributor.

MASTER'S IN BUSINESS MANAGEMENT WITH HUMANARESOURCE &MARKETING
BK SCHOOL OF MANAGEMENT

(2020 - 2022)

BECHLORS IN COMMERCE
GUJARAT UNIVERSITY

(2017-2020)