

SHIKSHA KANOJIA

26 years | Female | shikshakanojia26@gmail.com | +91-9654470633

Profile Summary

Experienced **Human Resource Professional** with 3 years of work experience in Crypto, Web 3, Ed-tech and Marketing industry. Skilled in Recruitment and On-boarding, HR Operations, Employee Engagement, PMS, etc.

Technology Know How

HRMS Software	greytHR, RazorPay, Trello (ATS), Keka, etc.
Job Portals	Naukri, Hirst, Indeed, LinkedIn, Wellfound, Cutshort, Instahyre, Upwork, Freelancer.com, Unstop, Cryptojobs.com, Internshala, TimesJobs, Crypto Jobs List, etc.
Email Services	Gmail Business, Microsoft Outlook
Office Suite	MS Office, Google Docs

Work Experience

- ❖ CoinGape Media as **Human Resource Executive (Global HR)** from Nov 2022 to Present
Roles & Responsibilities:
 - Managing Web 3 talents.
 - International Hiring through Upwork, Freelancer.com, Discord, LinkedIn, etc.
 - Working on end to end recruitment of the profiles like Web 3 Content Creators, SEO Content Writers, Social Media Managers, Crypto Journalists, etc.
 - Working on HR Policy Formulation.
 - Managing Payroll and Compliances (TDS, PF, etc.)
 - Managing employee lifecycle (from onboarding to exit)

- ❖ Freelance as **HR Executive & Generalist** from Jul 2019 to Nov 2022
Roles & Responsibilities:
 - Recruitment of the profiles like Content Writers, SEO, PPC, Digital Marketers, Graphic Designers, Developers, etc.

- ❖ Media Search Group as **Human Resource Executive** from Nov 2021 to Jun 2022
Roles & Responsibilities:
 - Worked on end to end recruitment of the Profiles like SEO, PPC, Content Writers, Web Developers, Web Designers, Graphic Designers, etc.
 - Managed Payroll and compliances (TDS, PF, etc.)
 - Organized Employee engagement activities including RnR, Team building, Fun Games, etc.
 - Worked on PMS.
 - Managed employee lifecycle (from onboarding to exit).

- ❖ Innovalance Learning Systems Pvt. Ltd. as **HR Executive** from Jan 2020 to April 2021
Roles & Responsibilities:
 - Worked on end to end recruitment of the profiles like SMEs, Project Managers, Proofreaders, HRs, Data Entry Operators, etc.
 - Managed a team of interns.
 - Handled company size of 300+ employees.
 - Handled the joining formalities.
 - Worked on job portals.
 - Evaluate candidates over the phone by doing real interviews.
 - Handled exit formalities.
 - Maintained attendance and payroll.

Academics Qualifications

Name of Examination	Board/University	Year
MBA (Pursuing)	Narsee Monjee Institute of Management Studies (NMIMS)	2024
B.Com	Delhi University	2017
XII th	C.B.S.E	2014
X th	C.B.S.E	2012

Areas of Expertise

- ❖ Recruitment & selection
- ❖ HR operations
- ❖ Employee Lifecycle
- ❖ Realtime attendance Biometrics
- ❖ HR administration
- ❖ Attendance and Payroll
- ❖ HR Generalist

Strengths

- ❖ Honest & Self motivated
- ❖ Team Player
- ❖ Multi-tasking
- ❖ Observant, Creative & Quick Learner
- ❖ Confident & Optimistic
- ❖ Good verbal communication

Declaration

I hereby declare that all the facts mentioned above are true to the best of my knowledge and belief. I am responsible for each and every piece of information in my resume.

Shiksha Kanojia