

Siddhi Shahi

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PROFESSIONAL SUMMARY

PGDM (HR & Analytics) candidate with hands-on experience in recruitment, HR operations, onboarding, and employee engagement. Skilled in HR analytics, Power BI, Tableau, Advanced Excel, HR dashboards, and AI-assisted recruitment practices. Passionate about leveraging data-driven HR strategies and AI-enabled workforce solutions to improve hiring efficiency, employee experience, and organizational performance.

EDUCATION

Pune Institute of Business Management

PGDM in HR & Analytics

Pune

Aug. 2024 – Present

Dr. DY Patil Vidyapeeth

B. Sc. Optometry and Visual Science

Pune

Aug. 2018 – Apr 2022

EXPERIENCE

Talent Acquaintance | *HR Executive*

May 2025 – July 2025

- Managed complete recruitment lifecycle including sourcing, screening, interview coordination, offer rollout, and onboarding for junior-level roles.
- Utilized job portals such as Shine.com to build a strong talent pipeline and improve sourcing efficiency.
- Maintained recruitment trackers, MIS reports, and candidate documentation to support efficient hiring operations.
- Supported onboarding programs and employee engagement activities for smooth new-joiner integration.
- Assisted in team-building initiatives to enhance collaboration and workplace morale.

Brick Stories | *Sales & Marketing Intern*

Dec. 2024 – Jan 2025

- Researched prospective customers through digital platforms and coordinated property site visits.
- Analyzed local market trends and competitor activity to support strategic planning decisions.
- Assisted in marketing campaigns, client communication, and customer follow-up processes.

Dr. Agarwal's Eye Hospital | *Executive Optometrist*

Aug. 2021 – Nov 2023

- Conducted comprehensive eye examinations and coordinated patient care with ophthalmologists.
- Maintained compliance, reporting, and documentation standards in a regulated healthcare environment.
- Developed strong communication, operational coordination, and stakeholder management skills.

PROJECTS

Simplified Solution | *Live Project*

Feb 2025

- Developed HR policies to enhance organizational compliance, operational efficiency, and employee alignment.
- Designed structured systems for employee leave management, grievance redressal, and engagement initiatives.
- Created KPI-driven performance tracking frameworks to support data-driven HR decision-making.
- Assisted senior leadership in policy rollout, compliance reviews & preparation of HR dashboards using analytics tools.

SKILLS

HR Skills: Recruitment & Selection, HR Operations, Onboarding & Induction, Employee Engagement, Policy Drafting, Performance Metrics

HR Analytics & Tools: Advanced Excel, Power BI, Tableau, HR Dashboards, Data Interpretation

Behavioral Skills: Communication & Coordination, Time Management, Teamwork, Ethical Judgment, Adaptability

CERTIFICATIONS

- Pursuing NPTEL course in AI in Human Resource Management in 2026.
- Pursuing NPTEL course in Managing change in organizations in 2026.
- Completion of Organizational Behavior from NPTEL, 2025.
- Completion of Understanding & Prevention Sexual Harassment from Alison, 2025.
- Completion of Digital Marketing from Udemy, 2024