Shruti Chaturvedi

Project Manager cum Human Resource Executive

As a Project Manager, I oversee 20+ clients, including 15+ active clients, in digital marketing, website/app development, and government sectors across regions like Dubai, UK, and California. I lead the digital marketing team, handle client approvals, and provide performance reports.

In HR Operations, I manage BGV, inductions, employee documentation, attendance, grievances, company policies, and support payroll management for smooth operations.

Contact

Phone
+91-8076584787

Email
shrutic255@gmail.com

Address
Vaishali, Ghaziabad
Uttar Pradesh- 201014

Education

2024-2026
MBA (Pursuing)
Delhi University

2023
Bcom Prog
Mata Sundari College For Women
Delhi University

2020
12th
Vanasthali Public School
Noida

Core Qualifications

- Project Planning & Coordination
- Client Management & Onboarding/Offboarding
- Scrum Meetings & Agile Methodology
- Jira & Task Management
- Sprint Planning & Execution
- International Client Collaboration
- Business Requirement Documentation (BRD) & Functional Requirement Documentation (FRD)
- Standard Operating Procedures (SOP) Development
- Social Media Account Management & Strategy
- Timesheet & Performance Reporting
- HR Operations & Employee Engagement
- Microsoft 365 & MS Office
- Keka (HRIS)

Experience

July, 2024- Present

Fictivebox Digital | Noida, Uttar Pradesh

Project Manager cum HR Executive

In my **dual role** as Project Manager cum HR Operations Executive**,** I handle a broad range of responsibilities, ensuring the efficient management of both employee operations and client accounts.

Project Manager or Key Account Manager:

- **Client & Project Management:** Handle **20+ client accounts** across **digital marketing, website/app development, and government sectors, including international projects**. Serve as **POC for website/app development,** leading client meetings and ensuring smooth execution.
- **Technical Expertise:** Manage projects on **Shopify, HTML, CSS, JavaScript, PHP, React, Node.js, and WordPress** across **ERP, marketplace, real estate, and cosmetics sectors.**
- **Digital Marketing Leadership:** Lead the digital marketing team, overseeing content creation, campaign execution, and client approvals.
- **Agile & Jira Management: Conduct scrum meetings, track tasks via Jira, manage tickets**, and prepare team working hours reports.
- **Process Optimization & Reporting:** Draft **BRD, FRD, and SOPs,** oversee **sprint planning,** and provide **quarterly performance reports** to optimize strategies and exceed client expectations.
- **Cross-Functional Collaboration:** Work closely with developers, testers, and designers to ensure seamless execution of digital and development projects.

HR Executive:

- **New Hire Induction:** Conduct onboarding sessions, communicating company policies, culture, and expectationsnsition.
- **Grievance Handling:** Address employee concerns, collaborating with management for effective resolution.
- **Policy Development:** Draft and implement company policies, ensuring legal compliance and industry alignment.
- **Training & Development:** Coordinate training for junior team members to foster professional growth.
- **Background Verification & Onboarding:** Manage BGV checks and onboarding processes for a seamless tra

Experience

July, 2023- July, 2024
Fictivebox Digital | Noida, Uttar Pradesh
Human Resource Executive

- Creating **accurate timesheets** to record employee work days and loss of payment for efficient payroll processing and compliance.
- Supervised **onboarding process** for newly hired employees and distributed relevant paperwork.
- Drafting paperwork and **documentation** for new hires (i.e. Letter of Intent, Appointment Letter etc.)
- Handing **employee grievances** while following company procedures.
- Organised induction ,events and activities for Employees Engagement.
- Supervised **offboarding** and exit interviews to comply with release procedures
- **Communicated with vendors** and administrators to address queries and concerns and support internal and external requests.
- Drafted Employee verification form and Conducted **Background Verifications.**
- Conducting **End to End Recruitment (15+ joinings for different profiles at different levels)** process for IT & Non-IT Departments (i.e. Preparing Job Description to Extending job offers.)

April, 2023 - July,2023
Fictivebox Digital | Noida, Uttar Pradesh
Human Resource Intern

- Developing job descriptions and specifications.
- Posting job advertisements on various portals (like Naukari, Indeed, Hirist, LinkedIN etc.)
- Conducting interviews, screening resumes, and shortlisting candidates (10+ joining in 3 months)
- Administering pre employment assessments and background checks.
- Compiled and updated employee files in electronic and paper formats to maintain accurate records.

Achievement

- Recognized as an **Ace Performer** for exceptional performance and dedication.
- Successfully **transitioned from HR to Project Manager,** leveraging strong communication and leadership skills.
- **Led a team of 10** as a Project Manager, driving efficiency and project success.