SHIVALI RATHORE

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PROFESSIONAL SUMMARY

Dynamic and results-oriented Strategic HR Specialist with a background in recruitment and workforce planning. A seasoned Senior Manager proficient in Human Resources management and administration, adept at spearheading strategic initiatives that drive organizational growth and development. Known for my ability to cultivate a collaborative culture and foster strong relationships across departments, I am committed to optimizing employee engagement and performance. With a keen eye for identifying opportunities and implementing innovative solutions, I am ready to take charge of shaping the future of HR strategy and culture within a forward-thinking organization.

EDUCATION

Master of Business Administration: Human Resources Management, 2009
Sikkim Manipal University – India First Class with Honors, 74.7%

Postgraduation Diploma: Computer Applications, 2007
Sophia College - Ajmer, India First Class with Honors, 72%

Bachelor of Arts: History, Geography &English Lit., 2006
Sophia College - Ajmer, India, India, 60.4%

EXPERIENCE

Sr. Manager - HR & Admin/ **Indian Institute of Management (IIM)** - Amritsar, Punjab, India- 10/2020 – Current

- **Institution-Building & Strategic HR:** Played a pioneering role in IIM Amritsar's formative years by establishing core departments such as Stores & Purchase, Estate & Maintenance, Project Office, MBA Programme Office, and MDP Office, while designing HR systems and policies aligned with the IIM Act and Central Govt. norms.
- **Talent Acquisition & Workforce Planning:** Streamlined the end-to-end recruitment cycle—from job design and advertising to selection, onboarding, and exit—reducing turnaround times and ensuring the right talent for new and expanding functions.
- **Performance & Capability Development:** Implemented an annual performance appraisal system across all levels, and initiated training and development programs to build leadership capability and enhance institutional effectiveness.
- **Employee Engagement & Retention:** Drove welfare measures, recognition initiatives, and engagement programs that improved morale, collaboration, and staff retention. Pay fixation as per Govt. norms.
- **Nodal Officer (Govt. Liaison):** Acted as Point of Contact for the Ministry of Education and local administration, Legal counsel etc. resolving critical operational issues and ensuring the smooth transition to the permanent IIM Amritsar campus in 2024.
- **Administration & Facility Management:** Oversaw security, transport, housekeeping, logistics, and vendor management, introducing process improvements to enhance efficiency and accountability. Budgeting (RE-BE)
- **Governance & Compliance:** As part-time **Chief Vigilance Officer**, conducted inquiries, prepared reports for the Ministry, and ensured transparency, compliance, and integrity in institutional operations.

Corporate Relations Officer/IIM, **Amritsar** 11/2019 - 09/2020, Amritsar

- Explore new organizations and opportunities for placement tie-ups and meet the tie-ups' target quarterly.
- Liaison with Hiring Managers, Consultants, and Corporate Heads to ensure they source the best candidates in a timely and cost-effective way
- Coordinate logistics for placement events (creating candidate files, candidate management, etc.)
- Ensure continuous onboarding of all the full-time hires- offer letter generation, reference check, background check process.
- Conducting the placement activities, i.e., Industry talks, industry visits, job fairs, etc. Ensuring the institution's maximum visibility in the corporate world through frequent visits and interaction with top management.

Asst. Manager/ **Mehrangarh Museum Trust, Jodhpur-** 08/2018 - 10/2019

- Create a learning strategy in line with the ethos of the museum

Sr. Secondary: Economics, English Lit, Geography, Political Sc., Hindi, 2003
St. Mary's Convent – Ajmer, India, 73.2 %

Secondary: English, Hindi, Math, Science, Social Studies, 2001
St. Mary's Convent – Ajmer, India, 68 %

INTERESTS

- Learn Odissi, an Indian classical dancer from the University of Mumbai, for five years. Performed in one of the most prestigious classical dance festivals organized at Konark Temple, Orissa, that was telecast live on National channel from Konark, Orissa, on December 02, 2015.
- Pursuing Architectural Photography.
- Works on personal creative projects.

ADDITIONAL INFORMATION

- Awards and Achievements: Won best photographer award at IIM- Ahmedabad (2015), Won Sophia College election for the session (2005-06), NCC (National Cadet Corps) "C" Certificate Holder (2003-2006)
- Indian Classical Dancer- odissi
- Artist, Architectural Photographer

- Create and develop educational resources for visitors, schools, families, and special interest groups
- Crating Social media content for marketing and educative purposes.
- Develop programs of talks, activities, and workshops around particular exhibitions or in response to particular themes.
- Liaise with schools, colleges, and teachers to promote the use of the collections and activities of the museum in line with the national curriculum.
- Manage a team of volunteers, programs, and budgets
- Facilitate activities in the local community in response to requests from schools and community groups or to promote particular exhibitions
- Collate, evaluate, and apply feedback on the educational activities provided
- Represent and promote the museum on external educational bodies to establish a network of valuable and productive partnerships.

Research/Academic Associate, - Human Resources Management
Indian Institute of Management - Ahmedabad, India, India - 01/2013 - 07/2018

- Assisting faculty members with academic research, editing, and preparation of manuscripts
- Meeting regularly with the supervisor to discuss research assignments
- Performing research work in archives, interviews, online surveys, or through any appropriate methods to assist the supervisor
- Preparing literature reviews, gathering and analyzing data
- Preparing materials for submission to government bodies and foundations that fund research
- Managing and replying to project-related correspondence
- Assisting in the acquisition of research materials from campus facilities
- Preparing other articles, reports, and presentations
- Assisting in administrative duties such as completing reports and miscellaneous tasks associated with projects

Asst. Professor, 07/2010 - 12/2012
Management Schools - Jaipur, India

CORE AREAS

- Cross-functional communication
- Leadership
- Strategic resource management
- Workforce training and development
- Talent Acquisition
- Benefits administration
- Staffing and recruiting professional
- Human resources operations

ACCOMPLISHMENTS

- The Ministry of HRD study by IIM Ahmedabad on the "Impact of AMUL on the Life of Women Associated with AMUL and How AMUL Added to the Local Economy" Duration- March 2018- July 2018
- Indian Government Project- The Study for Comparing Salaries/ Emoluments in the Government Sector vis-à-vis Central Public Sector Undertakings/ Private Sector in India" for the 7th Central Pay Commission http://www.7cpc.india.gov.in/pdf/iim_ahmedabad.pdf Duration- February 2015- June 2015.
- Worked as a freelancer for the **ITC WelcomHeritage Hotels** from October 2017 to December 2017, creating marketing communications content on heritage properties.