

Manisha Sharma

CAREER OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognises the value of smart work and trust me with responsibilities and challenges.

EDUCATION

Delhi University

Sep 18 - Sep 20
MBM - 80%

Delhi University

Jun 15 - Aug 18
B.A. Honors - 70%

CBSE

Apr 13 - Mar 14
12th - 60%

CBSE

Apr 11 - Mar 12
10th - 89%

CONTACT INFO

Manisha24101996sharma@gmail.com
7042967460

G 203 A, sector 4, Lajpat Nagar, Sahibabad,
Ghaziabad

WORK EXPERIENCE

Team Lead

Realty 360° Ventures Pvt. Ltd.
Feb 21 - Nov 21

Performing and completing duties such as assigning tasks to the team, providing trainings, assigning team meetings, preparing reports and make the team complete the desired targets.

Quality Analyst

Magicbricks Realty Services Limited
Jul 17 - Jan 21

- Supported company in work environment focused on quality, communication, collaboration, integration and teamwork.
- Maintained knowledge of regulatory requirements to include accrediting bodies federal, state and local requirements as well as Magicbricks's policies.
- Maintained proper checks for proper completion and correct frequency.

Executive Operations

Aegis Limited
Aug 16 - Jul 17

- Contributed to smooth business operations by planning and organising meetings and conferences include conference calls.
- Managed administrative functions including complex calendar management with focus on

proper allocation of executive availability.

Quality Analyst

BAFM IT Solutions Pvt. Ltd.

May 15 - Jul 16

- To check the data manually filled by the data entry team.
- Maintained the team's quality to ensure the smoothness of efficiency of the process.
- Give daily briefings and contribute for weekly feedbacks for the team.

Quality Analyst

Mas Callnet India Private Limited- Housing.com

Dec 21 - May 22

Training Manager - L&D HR Department

Silverstone Realty

May 22 - Nov 22

- Currently working with Learning and development training manager in HR department.
- Creating every kind of letters like offer, appointment, warning, CAP, designation revision etc.
- Staff management and hiring.
- Talent acquisition and talent transformation.
- Induction and training

Human Resource Manager

ProsperMe Developers Pvt. Ltd.

Nov 22 - Present

Develop and implement HR strategies and initiatives aligned with the overall business strategy

Bridge management and employee relations by addressing demands, grievances or other issues

Manage the recruitment and selection process

Support current and future business needs through the development, engagement, motivation and preservation of human capital

Develop and monitor overall HR strategies, systems, tactics and procedures across the organization

Nurture a positive working environment

Oversee and manage a performance appraisal system that drives high performance

Maintain pay plan and benefits program

Assess training needs to apply and monitor

SKILLS

MS-Excel

Google Sheets

Tally ERP 9.0

HOBBIES

- Painting
- Playing Piano

training programs

Report to management and provide decision support through HR metrics

LANGUAGES

- English
- Hindi
- Punjabi