

RAVINDRA KUMAR SHARMA

PERSONAL DETAILS

Address: G-505, IRWO Westend Tower, Sohna Road, Sector-47,
Gurgaon (HR)-122018

Mobile no.: 8130757042

E-mail: sharmaaravindra@gmail.com



WORK EXPERIENCE

Working with **PVR Limited** as a **Executive- HR** since **13th Feb 2014 to Present**.

RESPONSIBILITIES:-

❖ **Recruitment**

- Managing Consultants.
- Preliminary screening of profiles.
- Scheduling interview for the candidates.
- Salary Negotiations and finalizations.

❖ **HR(Operations)**

- Preparing acknowledgement of appointment letter & annexure.
- Handling joining formalities and managing all documentations such as previous relieving letter, resignation letter and educational certificates etc.
- Generating Employee Code for Newjoiners.
- Preparing confirmation, Transfer and increment letters.
- Handling attendance software i.e. KRONOS.
- Handling leave management and absconding cases.
- Preparing monthly payroll inputs and basic payroll checks (pay days, leaves, arrears payouts, pay hold cases).
- Handling Exit formalities and F&F.
- Processing left employees PF withdrawal form.
- Handling grievances & general discipline.

HR Generalist (Operations) in *HDFC BANK LTD.* From 27-11-2012 to 12 Feb 14.

❖ **RESPONSIBILITIES:-**

- ◆ Managing end to end Recruitment from sourcing to final On Boarding.
 - ◆ Joining formalities & Employee Database (Both in Soft form and Hard form).
 - ◆ Maintaining Joining Intimation Reports and MIS(Training Data).
 - ◆ Confirmation and Transfer.
 - ◆ Handling Leave Management.
 - ◆ Handling Queries of employees related to salary.
 - ◆ Handling Exit Process and F&F Settlement.
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PROFESSIONAL QUALIFICATION

- ❖ **M.B.A. (HR and Marketing)** from **M.D.University**, Rohtak in 2012 with 64% marks.

ACADEMIC QUALIFICATION

- ❖ **B.Sc. Science** from **M.J.P. Rohilkhand University**, U.P.in 2010 with 65% marks.
- ❖ **H.S.C. Science** from **C.B.S.E. Board**, U.P. in 2006 with 65% marks.
- ❖ **S.S.C.** from **C.B.S.E. Board**, DELHI in 2003 with 48% marks.

SUMMER TRAINING PROJECT

- ❖ **HR practices and performance management system** followed in **Vodafone Mobiles Services Ltd.**
- ❖ **Abstract:** The project aims at studying the **HR practices and performance management System** and its effectiveness in an organisation. Performance appraisal is the most significant and indispensable tool for the management as it provides useful information for decision making in area of promotion and compensation reviews.

RESEARCH PROJECTS

- ❖ Project on marketing strategy of **PEPSI**.
- ❖ Viewer's preferences towards **REALITY SHOWS**.

COMPUTER PROFICIENCY

- ❖ MS-Office, SAP, ORACLE

INTERESTS

- ❖ Volunteer Conservation work and I also enjoying playing badminton & swimming.

LANGUAGES

- ❖ Proficient in English and Hindi.

DECLARATION

I hereby declare that the information stated above is true to best of my knowledge.

DATE:

PLACE:

Ravindra Kumar Sharma