

## NAINA

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**Current Address:** Flat No-1, Abhay Apartment, Rambaug Colony, Kothrud, Pune- 411038



### CAREER OBJECTIVE

Striving towards personal and professional growth by securing a challenging position in the field of HR, where I can effectively contribute my knowledge and skills to achieve firm's objective. Offering an array of skills of multi-task in a dynamic, fast –paced environment and with core competencies of Talent Acquisition, Employee Engagement & Benefits & Compensation

### PROFILE SUMMARY

Provide dedicated support to client support HR Manager with specific focus on HR transactions, data maintenance, reporting, posting jobs, on-boarding, new hire orientation, off boarding and more.  
Support HR administration tasks, manage contract and organizational changes; Work with HR operations team to have updated employee data with regular quality checks.  
Ensure data quality while maintaining and protecting confidential data with utmost scrutiny, judgment, and care.  
Written and verbal communication skills in English  
Computer skills: Excel, PowerPoint, Word

### AREAS OF INTEREST

- Recruitment
- Team Work
- Induction
- Database Management
- Employee Engagement
- Communication

### INTERNSHIP

#### **ICICI Prudential Life Insurance Company Limited (HR Intern)**

May'19-Jul'19(8 weeks)

- Calling applicants for the interview, organizing interviews of shortlisted candidates, documentation and feedback
- Constructing Microsoft Excel database with company documents which established simple document retrieval
- Answering the multi-line telephones, transferred calls, and took detailed messages
- Managing Application Tracking System of ICICI Prudential i.e. Ripple Hire
- Conducting the induction programme of Business Trainees and Management Trainees selected through campus placement

#### **E-whiz solutions Pvt Ltd (Digital Marketing and Inside Sales Executive)**

Dec'18-Jan'19(4 weeks)

- Generating inbound leads by tracking various job portals such as Just Dial, Alibaba, etc.
- Converting lead into sales by sending messages and mails to targeted customers

#### **Tata Steels BSL Ltd (HR Intern)**

May'16-Jul'16(8 weeks)

- Shortlisting the candidate's resume provided by Consultancies
- Performed background checks and verified previous employment references
- Assisted in recruiting, screening and interviewing of applicants

### ACADEMIC PROJECT

#### **Research Paper: *Impact of Organizational Culture on Employee's Performance***

Understanding how culture can affect employee's performance and Also to determine employee's performance and organisation culture

### EDUCATION

Year	Qualification	Institute	%/CGPA
2020	MBA (pursuing)	IMED, Bharati Vidyapeeth, Pune	9.08
2018	BBA	MBIT, Guru Gobind Singh, IP University	7.60
2015	12 <sup>th</sup>	DAV Public School, Shrestha Vihar, Delhi	76%
2013	10 <sup>th</sup>	DAV Public School, Shreshtha Vihar, Delhi	6.60

### EXTRA-CURRICULAR ACTIVITIES

- Held the post of School Sports Captain.
- Executive Body Member of College Art Society
- Winner of Inter Collegiate Dance Competition
- Organising Team Member of HR SUMMIT & IIPS

### HOBBIES

- Sketching/Painting
- Dancing
- Exploring & Travelling to new places