

HR EXECUTIVE Summary

Dual specialization in the domain of Human Resource Management and Finance.

Highlights

- Human resources management
- People-oriented
- New employee orientations
- Maintains confidentiality

Experience

May 2013

to

June 2014

Company Name City , State HR Executive

- Duties and Responsibilities
- •Ensure that accurate job description are in place
- •Provide advice and assistance with writing job descriptions
- •Identify training and development opportunities
- •Provide advice and assistance to supervisors on staff recruitment
- •Prepare notices and advertisements for vacant staff positions
- •Schedule and organise interview
- •Prepare, develop and implement procedures and policies on staff recruitment
- •Daily attendance monitoring
- •Provide advice and recommendations on disciplinary actions
- •Monitor schedule absence such as holidays or travel and coordinate actions
- •Following up with hired employees for the completion of the H.O. documents and files
- •Maintaining complete attendance record of the employees including leave records.
Preparing salary based on these records at the end of each month for HR and manger approvals
- •Liaison including greeting all persons entering organization in a professional manner
- •Handling HR events and celebrations including office get together and /promotion parties
- •Office maintenances and housekeeping including monitoring the general appearance of office infrastructure
- •Preparing monthly expenses statement.

Education

2012

Doon University City , State , India MBA : Management

SUMMER INTERNSHIP:

Project Title: Impact of Training and Development in the Organization

Organization : HDFC, Sales

Location : Dehradun, India

Duration : 2 Months

Methodology : Employee survey and influence taken out from secondary data.

Conclusion : Through proper training an employee can become multi skilled and this I have practically noticed through my analysis.

Group Dynamics: Acted as Lead Coordinator as well during summer internship at HDFC Sales, Dehra Dun, India.

Roles: HR Management Trainee

WINTER INTERNSHIP

Project Title: Growth and Development in the Organization

Organization : ANANDA IN THE HIMALAYA

Location : Narender Nagar, Uttarakhand, India

Duration : 3 Weeks

Methodology : Employee survey and influence taken out from secondary data.

Conclusion : Growth of organization depends on the growth and development of the employees by providing good working conditions.

Group Dynamics: Acted as Management Trainee in HR department during winter internship at "ANANDA IN THE HIMALAYA".

Roles: HR Management Trainee

Professional Affiliations

Project Title: Impact of Training and Development in the Organization Organization : HDFC, Sales

Location : Dehradun, India Duration : 2 Months Methodology : Employee survey and influence

taken out from secondary data. Conclusion : Through proper training an employee can become

multi skilled and this I have practically noticed through my analysis. Group Dynamics: Acted as

Lead Coordinator as well during summer internship at HDFC Sales, Dehra Dun, India. Roles: HR

Management Trainee WINTER INTERNSHIP Project Title: Growth and Development in the

Organization Organization : ANANDA IN THE HIMALAYA Location : Narender Nagar, Uttarakhand,

India Duration : 3 Weeks Methodology : Employee survey and influence taken out from secondary

data. Conclusion : Growth of organization depends on the growth and development of the

employees by providing good working conditions. Group Dynamics: Acted as Management

Trainee in HR department during winter internship at "ANANDA IN THE HIMALAYA". Roles: HR

Management Trainee DISSERTATION REPORT Project Report Title: A Comparative Analysis of

the Factors Determining Motivational Level of Employees Working in Public and Private Banks,

Dehradun Region. Organization : SBI Bank and HDFC Bank Location : Dehradun, Uttarakhand

Data collection : Primary Data (Questionnaire) and Secondary Data (articles, previous research

papers, journals). Research question: The research seeks to answer what role does motivational

level of employees play in enhancing performance in banking sector. Conclusion : As per my

study, the strongest motivators at private and public bank are the skills, autonomy and feedback.

Therefore, special attention should be given to that factor in order to increase the internal

motivation and job satisfaction.

Personal Information

Present location Houston, Texas Place: Renu Sharma Date:

Additional Information

- Had been a member of the session management of:
- -Uttarakhand State Council of Science and Technology (U.C.O.S.T.)
- -State Level Programme of Capacity Building and Strengthening of Vermi Composting Units in Universities and Colleges Through Solid Waste Management (SWM) Training
- -Entrepreneurship Development Institute of India (EDI)

Skills

Computer skills

•SPSS Software.

•MS Office – Word, Excel, Power Point, Internet & E-mail operations.

Key Skills and Management

- Professional management skills
- Meeting objectives
- Identifying problems
- Well-developed and effective communication skills.
- Thrive in deadline-driven Environments.
- Excellent Team-Building Skills.