

# Raju Lal Sharma



## Human Resources Manager

Address-Survey View Park Bnadel ,Dist Hooghly ,W.B India

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Mob No.-7980074769

## **JOB PROFILE**

### **H.R & Administration**

Experienced and self-motivated Human Resources Manager with Eight years of experience.

- \* overseeing the Human Resources Department of a Company, and maintained Compilation & processing of attendance data in attendance system of 950 employees.
- \* Processing monthly attendance muster for workers, trainees & Officers ,Maintaining employees personal file and records
- \* Communication HR policies and across the organization at all levels,Tracking attendance, maintaining leave records, issue letters, etc.
- \* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- \* Handling the Payroll system of 950 employees Complete the full induction and joining formalities like preparing the offer letter, appointment letter.
- \* Prepare and take approval for Salary Structure and Issuance of Offer letter of the selected candidates. Conducting the meetings & preparing the minutes of meetings. Updating the record of banking process \*
- Keeping a record of the current and forthcoming employee's requirement and updating the manpower records.
- \* Office administration Outsourced labor management, housekeeping, Security, Sub Contractors, etc.
- \* To organize Health camp and facilitate employees for medical services.
- \* Providing administrative assistance to all departments.
- \* Short listing the proper candidate.
- \* Conducting preliminary round of candidates.
- \* Checking candidate's communication skill, confidence, attitude and validating them accordingly. Coordinating for reference check and background check. Scheduling the interviews. To conduct Training programs for development of employees.
- \* Highly competent communicator skilled in developing initiatives that improve company profitability and growth. Bringing forth a proven track record of successfully managing Human Resource efforts and leading teams to work toward company goals.

### **LIAISONING & OTHER**

- \* Coordinating with all concerned offices/departments.
- \* Preparation & drafting and dispatch of letters for correspondence with the concerned offices/departments.
- \* Collect and keep all the Documents of all types of vehicles being used in the organization in a systematic manner and save all those documents by scanning them and linking them with details in the soft copy.
- \* Timely renewal of Insurance, Tax, Fitness, Pollution etc. of all vehicles and their up-to-date period of time with updating in details.
- \* Due to accident Registering and resolving insurance claims.
- \* Maintenance of vehicles and checking their mileage every month and servicing them from time to time.

## **EMPLOYMENT HISTORY**

<b>08/2015– 09/2016</b>	<b>Human Resources Assistant at Eagle Infra India Ltd.</b>
<b>10-2016 – 12-2021</b>	<b>Human Resources Manager at Eagle Infra India Ltd.</b>
<b>03/2022- Till Now</b>	<b>Human Resources Manager at Inderdeep Construction Co.</b>

## **EDUCATION**

\* **Subharti Univesity** (Meerut)

**M.B.A, (Human Resource Managment & Financial Managment)** Aug 2022– Aug 2024  
M.B.A Last Year Final

\* **Shobhit University** (Meerut)

**Bachelor of Arts**

**B.A in English Honors with 64.9% Marks** (Jun 2010-Jul 2013)

## **SKILLS**

- Microsoft Office
- Adob Photoshop
- Computer Skills
- Ability to Multitask
- Ability to Work in a Team
- Microsoft Excel Communication Skills Employee Training
- Project Management
- Employee Recruitment & Retention
- Online Sourcing
- Google Doc,Google Sheet
- Program Management Training & Development

## **COURSES**

**Aug 2017-Jul 2019**

**I.TI In Electrician Trade at PU20000220-Mahadev Parvati Private ITI. (Aug 2017-Jul 2019)**

**Diploma in Desktop Publishing at Youth Computer Training Center. -** (Ms Dos,Windows,Ms Word,Adobe Page Maker,Corel Draw,Bengali Fonts,Adobe Photoshop,Internet & Email,Freehand,Flash,Handling Scanner) in 2011

**C.I.A PLUS** (Computer Fundamental,Email Account,Ms Office,Internet,Ms Out Look,E-Commerce,Software Instalation And User Management,Cd Burning & Priting), Tally Erp-9, Business Communication,Business Accountig Level-1, Direct Tax, Indirect Tax ) In 2013

## **PERSONAL DETAILS**

- Father's Name : Sr. Mohan Lal Sharma

- Mother's Name : Smt. Parvati Devi.
- Date of Birth : 07-04-1991
- Gender : Male
- Marital status :Married
- Nationality : Indian
- Languages Known : Hindi, English,Bengali.
- Hobbies : Reading Books,Listening Music,Wathing Movie

**I undersigned, certify that to the best of my knowledge and belief, this bio-data correctly.**

**Describe myself, my qualification and my experience.**

(RAJU LAL SHARMA)