

## Contact

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## Top Skills

Leadership

Microsoft Excel

Microsoft Word

# Meena Sharma

HR (hiring for Experience Magento/ PHP Developer (01 To 03yrs )  
Chandigarh

## Summary

Roles and Responsibility:

Hiring process for IT/Non IT professionals

Searching relevant candidates on the job like Monster, Indeed and other job portal and also looking profile through LinkedIn.

Screening and shortlist the Resumes.

Lineup the candidates for the face to face interview.

Maintain the Employees records.

Monitoring daily bio metric attendance.

Payroll management.

Responsible for complete joining formalities.

Employee engagement activity.

Follow up with the consultant for hiring.

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## Experience

Esteplogic IT Solutions Pvt. Ltd.

Human Resource

January 2018 - Present (2 years 8 months)

Mohali

Preparing or updating employment records related to hiring, transferring, promoting, and terminating

Explaining human resources policies, procedures, standards to new and existing employees

Ensuring new hire paperwork is completed and processed

Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.

Addressing any employment relations issues, such as work complaints .

Processing all personnel action forms and ensuring proper approval

Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.

Sofcon India Private Limited (Manufacture Sector)

## HR Executive

November 2016 - December 2017 (1 year 2 months)

Mohali

Responsible for Recruitment & Selection of the Automation Engineer, Electrical Engineer, BDE etc.

Take the first round HR or telephonic interview.

Attendance Management.

Induction of new employees.

Documentation of the new joiner employees; back round verification.

Create the Offer letter, Appointment letter & Experience letter.

Employees Engagement; Birthday celebration, Diwali party etc.

Exit Interview.

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## Education

Himachal Pradesh Technical University, Hamirpur

Master of Business Administration - MBA, Human Resources Management and Finance · (2014 - 2016)

Himachal Pradesh University , Shimla

Bachelor of Commerce - BCom, Business/Commerce, General · (2012 - 2014)