**Astha Sharma**

[Ahmedabad, GJ 380001] [+91-9327467741, +91-7071100939] [Sharmaastha225@gmail.com]

**CAREER OBJECTIVE:**

To be a part of an organization where the management reward performance, honesty and ambition of an employee, that gives me scope to update my knowledge and skills, and to be a direct participant in its development.

**PROFLE SUMMARY:**

B.COM graduate with 1+ years of extensive expertise in man management, data analysis and quality control. Presently I am looking for better opportunities, various new assignments and new projects.

**TECHNICAL SKILLS:**

|  |  |  |
| --- | --- | --- |
| * Letter Management * Attendance sheet * Leave Management * Recruitment * ESIC * Gap Analysis | * Taxation * Salary sheet * Performance Management * Allowances * Gratuity * Organization Development | * Joining Formalities * Relieving Procedures * EPF * Bonus |

**PROFESSIONAL EXPERIENCE: (1+ years)**

**IMS People Ahmadabad, Gujarat (January 2019 to present)**

**Recruitment Consultant**

* Working as IT Recruiter for the USA.
* Responsible for placing qualified individuals to fulfill client needs.
* Analyze job order to fully understanding client’s specific needs and recruitments.
* Identifying source top candidates through the resume analysis.
* Representing fully screened qualifying the hiring manager in a timely manner.
* Recruiting in all region of the USA

**Client:** Wells Fargo Bank, Ally Financial, EPRI,

**Nas Solutions Lucknow, Uttar Pradesh (July 2018 to December 2018)**

**HR Executive**

* Handled the Pay role, employee pre-joining formalities and employee relation.
* Managing the full life cycle for sourcing the best talent from diverse sources after identification of manpower requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
* Verifying their last job salary slips, bank statements and salary breakups before confirming on the remuneration.
* Drafting and composing the offer letters as well as appointment letters.
* Planning human resource requirements, handling all the functions from employee joining to leaving formalities

**SKILLS and Core Competencies:**

* Excellent communication, interpersonal skills.
* Ability to document procedures and processes accurately.
* Soft Spoken, adapting expertise in changing environment.
* Target centric and result oriented.

**EDUCATION:**

* Graduated In B.com (Hnrs) from Lucknow University, Lucknow.
* 12th –HSC, UP Board, Lucknow.
* 10th-SSC, UP Board, Lucknow.

**STRENGTH:**

* Believe in Team work.
* Can work under any kind of work environment.
* Completely adaptable in any circumstances.

**HOBBIES:**

* Exploring new places
* Suffering on social networking sites
* Listing Music

**LANGUAGE KNOWN:**

English, Hindi, Punjabi.

**DECLARATION:**

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

**Date: \_\_/\_\_/\_\_\_ Signature:**