

DIVYA SHARMA

Email:divyashukla1986@gmail.com

Ph:(M)+91 8426981797

Intend to excel in my field by taking up challenging assignments each time adding to my skills by maintaining a learning attitude and thus contributing towards the growth of the organization.

A Post Graduate in MBA (Human Resource-HR) with 5 years of experience. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

PROFESSIONAL EXPERIENCE

Opticianguru Recruitment HR Consultancy - 11 July 2022 to Present in Ahmedabad Gujrat

Responsibilities

- Recruit the candidate for optical industry
- Using the different job portals for searching the candidates like Naukri, Indeed & Linkdin using the Zoho App for posting new opening
- Provide complete, accurate, and inspiring information to candidates about the company and position.
- Create and present pre-screening questions to hiring managers for collaboration and approval.
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements.
- Handle the admin works like manage the staff , attendance etc
- Managed and administered 100% of pre-employment assessments to prospective candidates.
- Assisted with new employee onboarding, and ensured all pre employment forms.
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires

i4 Consulting Pvt. Ltd., Jaipur (Rajasthan) as backend office executive. Company Profile Nov'17 to Jun 18

Deals in the sales of Organic Products /PCM spices& KP & Company rugs and carpet as marketing channel partner. Also deals with digital media with domestic & International level

Responsibilities

- Monitoring, training & motivating the manpower and providing direction to the sales team for ensuring optimum performance and enhancing their professional and soft skills.
- Planning & Developing and appointing new business partners to expand product reach in the market and working in close interaction with the dealers and distributors to assist them to promote the product.
- Responsible for coordinating with the existing dealers& Retailers of the company.
- Taking orders of the product from the dealer..
- Solving the problem and queries of existing dealers and customers.
- Developing new clients and negotiating with them for securing profitable business.
- Giving all the details of the company to the upcoming dealers and explaining them policies for the dealership.
- Organizing events at the dealers place to attract more customers.
- Making daily sales reports and sending them to the seniors.

GeetaGlobal School SitapuraJaipur June, 2017 to Nov 2017.

Role : Administrative Executive

Responsibilities

- Overall day-to-day management of the Official activities.
- Co-ordination with all staff regularly.
- Student Enrolments for 100% capacity utilization of the School.
- Monitoring faculty and student performance.
- Established relationship with the parents of future and potential students.
- Maintain attendance of staff, receipt, maintain individual record of students & staff & other documents & records.

entric Solutions Pvt. Ltd., New Delhi

From Feb'14 to till Mar'15

Project Title: ESecretariat (E Office)

Client : Secretariat, Government of Rajasthan

Role : Operations Assistant, Implementation

Team Size : 25

Responsibilities

- Responsible for implementation of tasks in the departments assigned to me with reporting of it.
- Interacting with client side professionals for system study, requirements verification and analysis.
- Providing presentation and support to clients.
- Escalating defects as reported by clients after confirmation.
- Active Member in EMD Implementation Team.
- Reviewing existing Product/Feature documentation, publish documentation in internal Knowledge bases.
- Building Strategies to improve efficiency, profitability and quality of service.

ICA(The Institute of Computer Accountants),Jaipur April'10 to Nov'11

Role : Counselor

Team Size : 20

Responsibilities

- Coordinate all counseling services for students and assist with the coordination and implementation of student services in the institute.
- Maintain a calendar of activities and services of the institute counseling program.
- Manage time effectively and provides services on schedule.
- Provide individual and group counseling services to meet the developmental, preventive and remedial needs of students.

COMPUTER PROFICIENCY

- **Did RS-CIT** (Rajasthan State Certificate course in Information Technology)
- **Well Proficient** with Ms-Word 2003, Ms-Power point 2003, Ms-Excel 2003
- **Operating System** – Windows 7 & windows 8.

ACADEMIC CREDENTIALS

- **MBA (HR & Marketing)** from Rajasthan Technical University in 2008.

- **M.A (Sanskrit)** from University of Rajasthan in 2014.
- **B.Ed** from University of Rajasthan in 2012.
- **B.A.** from University of Rajasthan in 2006.
- **XII** from Rajasthan Board in 2003.
- **X** from Rajasthan Board in 2001 with 60%

CORE COMPETENCIRS

- Quick learner. Ability to work in new and challenging environment
- Willingness to work in groups and ability to lead group activities.
- Willingness to learn new concepts, ideas and use new technologies.
- Attitude to share information and new concepts.

PERSONAL DETAILS

Husband's Name : Mr. AbhishekShukla
Date of Birth : 6th Oct 1986
Address : 263/757, Sector 26, NRI, Pratap Nagar, Jaipur.
Nationality : Indian
Religion : Hindu
Status : Married
Languages Known : English, Hindi
Hobbies : Dancing, Art and Craft activities.

It is hereby averred that information's given above are true and best to my knowledge and briefs.

DATE :
DIVYA SHARMA