**Hetal Lineshkumar Sharma**

**Executive – HR & Admin**

**Mobile:** +91 9664849454

**Email:sharmahetal7894@gmail.com  
Address :** ShastrinagarAhmedabad.

***Career Objective***

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

***Key Skills:***

* **Responsible for Payroll inputs and salary processing**
* **Handling Time Office and maintenance of attendance**
* **Registration of PF UAN and ESIC of new join employees**
* Preparing various letters like offer letter, appointment letter, transfer letter, Absenteeism notice, warning letter, show cause notice, experience/service certificate, relieving letter, etc.
* Exit Procedure of Employee & Preparing Full & Final Settlement
* Grievance handling of employees and also support taking disciplinary action if where required
* Prepare various reports as per requirement & Preparing master data and MIS reports
* Maintain Leaves record management
* Employee Engagement Activities like employee’s birthday celebration, celebration on festivals.
* Confirmation & probation period of trainees & new employee’s as per process & issuing letter to them.
* Provide confirmation letter to all probation employees or trainees & issue letter to them
* Recruitment, Job Postings & making searches, screening resumes, shortlisting through job portals, and Assist in Selection process.
* Conduct interviews online and offline both.
* Work with managers for future requirements of company, Preparing JDs and Planning for recruitments.
* Salary negotiation.
* Maintaining employee’s personal files and records, communicating HR policies & across the organization at all levels
* Joining and Exit Formalities
* Making the new joining induction plan & handover induction kit, provide orientation process to all new employees
* Housekeeping Management
* Stationery Managements and all necessary admin related activities
* Coordinating with vendors for making ID Cards, Visiting Card & Email Id Creation
* Administering Mediclaim and resolving queries, issues, Inclusion, Claim settlement etc.
* Booking travel arrangements like Air Ticket, Rail Ticket, Hotel Booking etc.
* Booking meeting rooms & conference facilities
* Keeping Record of requisitions & issuing Items
* Giving Order to Vendor for General Items like House Keeping item, Stationery, Pantry, Tea, Sugar, admin items

***Industrial Project***

**Title: Performance Management System**

Company Name: Meghmani Industries Ltd

***Computer knowledge***

* SAP, COSAC MATRIX, INSYSPAY ESS
* Microsoft Office
* Good Command of MS Excel

***Experience***

* + I have an experience of working as an Executive – HR & Administration (Payroll & Compliance) for ‘Meghmani Industries Ltd. since Sep-2022
  + I have an experience of working as an Executive – HR for Infrasoul Techserve Pvt. Ltd. since April-2020 to Sep-2022
  + I have an experience of working as a Customer care officer for VIVO Mobiles from Aug-2017 to March-2020.
  + I have an experience of working as a Customer care officer for Gionee Mobiles from Sep-2015 to July-2017.

***Academic Qualification***

* **H.S.C | The Mehsana Urban Bank Vishyalay, Mehsana(2010-2011) Grade : 58 %**
* **Advance Diploma in HRM | ISBM, Mumbai (2017-2018) Grade: 74.25%**
* **BMS-Labour Law | ISTM, Pune (2020-2021) Grade: 74.20%**
* **B.com – ISBM University Chhattisgarh (2019-2022) Grade: 68.11%**

***Achievements and Participations***

* Certificate course in MS office from IICT computer education, Mehsana with A Grade

***Personal Profile***

* **Name:** Hetal Lineshkumar Sharma
* **Gender:** Female
* **Nationality:** Indian
* **DOB:** 07/08/1994
* **Marital Status:** Married
* **Languages Known:** Hindi, Gujarati, English
* **Strengths:** Learning Attitude, Honest, Smart Working
* **Hobbies:** Reading, Music, Cooking

***Declaration***

I hereby declare that the above written particulars are true to the best of my knowledge and brief.

You’re faithfully (Hetal L Sharma)

* **ORIGINAL DOCUMENTS & REFERENCES may be provided as per need.**