

## VARSHA BHARTI

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### **CAREER OBJECTIVE**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

### **ACADEMIA**

- ❑ **Masters of Business Administration**- 2018-20 (HR) from Graphic Era University, Dehradun
- ❑ **Bachelors of Commerce** from Hemwati Nandan Bahuguna Garhwal University, Dehradun.
- ❑ **Intermediate from Kendriya Vidyalaya OLF (CBSE), Dehradun, in the year 2013.**
- ❑ **High School** from Kendriya Vidyalaya OLF (CBSE), Dehradun, in the year 2011.

### **WORK EXPERIENCE**

#### **1. ECOs Mobility & Hospitality Pvt Ltd. ( February 2023 - Sept 2023 )**

##### **Key Responsibilities**

- Manage the **recruitment** process, including **job posting**, candidate **screening**, **interviewing** of new employees.
- Handling **onboarding** process & **employment verification** of new employee.
- Maintain **Employee Documentations**
- Designing **Salary Breakup** & Facilitate timely delivery of **offer letter** to selected candidates.

#### **2. XCUBE SOFTWARES INDIA PVT. LTD. ( Aug 2020 – Dec 2022).**

##### **Key Responsibilities**

- Handle **Induction, joining and exit formalities** of all employees including maintenance of **PF/ESIC forms**. Maintain employee records in Excel / Database.
- To take care of **statutory compliances** such as **PF, ESIC, Gratuity, PT, & Leave Encashment**.
- **Onboarding**: Preparing **offer letters**, taking care of **reference check**, Pre-employment **documentation check**, **background verification**.
- Handling HR formalities like **Letter of Intent (L.O.I)**, **Appointment letter**, **Confirmation letter**, **Promotion letter**, **Increment letter**, **relieving letter**, **Exit Interviews**.

- **End to End recruitment:** Develop **recruitment plan**, Review applicants, **Sourcing, Screening, Selecting, Hiring, On-boarding.**
- Issue offer and employment letters & handling **Attendance & Leave management** of the employees.
- Focus on **Team Development** by Training, motivating, evaluating team performance on a regular basis.
- Updating and **Maintaining the documents of all new joiners.**
- Strong knowledge of **ERP HCM.**

## TRAINING EXPERIENCE

- 1) Project Title : Recruitment & Selection  
 Organization : **ADVANCE TECH INDIA PVT. LTD, ZIRAKPUR**  
 Designation : HR- Trainee  
 Period : 4 Months

### Key Learning

Under this training, I got to understand and differentiate between strategic recruitment and selection. Working on the training and recruitment program of the organization, and give critical analysis and suggestion on it. Also handling organizational activities.

## CERTIFICATION COURSES

- Certification of **ERP HCM Training.**
- Certification of **HR Generalist Training.**
- Certificate course in **Sales Force** ( ADM 201, Dev-402)
- Done **Live Project** at **Big Bazar** “ one week “

## COMPUTER SKILLS

- Basics - MS Office (Word, Excel, PowerPoint, Access).
- Environment - Windows 9x / NT, Windows 98. Windows 2000/2003/Windows XP
- Good Understanding of the internet.

## PROJECTS UNDERTAKEN

- **A comparative study on ‘Recruitment & selection’.**

As HR- Trainee with over 4 months of learning experience. I observed the various division of Human Resources like Recruitment, Interview, Attendance, payroll, reward & recognition and other organizational activities.

### ***ACHIEVEMENTS***

- Shouldered the responsibility of the Head girl of the school.
- Received Cash prizes in various essay writing competitions held at school and college level.
- Received various cash prizes in Quizzes, Debates and other competitions held at school level.

### ***KEY SKILLS/STRENGTH***

- Strong Interpersonal and Intrapersonal skills
- Good learner
- Positive attitude
- Good team player

### ***PERSONAL DETAILS***

- Date of birth : 21 August 1994
- Father's name : Mr. Jairam Bharti
- Languages known : English and Hindi

Date:  
Place: Dehradun

( VARSHA BHARTI )