



# Priyanshi Sharma

3/48 Rui Ki Mandi, Shahganj, Agra, UP, 282020, India

September 06, 1998

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7983603088

priyanshisharma

## SKILLS

Social Media Management

(Facebook, Instagram, LinkedIn)

MS Word

MS Excel

## INTERPERSONAL SKILLS

Communication Skills

Time Management

Leadership

## PORTAL KNOWLEDGE

Apna

Naukari

Monster

Indeed

## INTERESTS

Outdoor Adventure

Dancing

Watching dramas

Making Friends

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world and use my skills in the growth of organization

## EDUCATION

DR. MPS GROUP OF INSTITUTION (May 08, 2019 - May 17, 2021)

MBA, Specialization in HR

BEIKUNTHI DEVI KANYA MAHA VIDHALAYAY (May 07, 2015 - May 02, 2019)

BBA

Simpkins School

Intermidiate

Completed in 2015 with 62%

Simpkins School

Matriculation

Completed in 2013 with 7.2 CGPA

## WORK EXPERIENCES

Jcentrix PVT LTD Noida (April 03, 2023 - Present)

HR Admin

- Maintaining physical and digital personnel records like employment contracts and PTO requests.

- Update internal databases with new hire information.

- Create and distribute guidelines and FAQ documents about company policies.

- Gather payroll data like bank accounts and working days.

- Schedule job interviews and contact candidates as needed.

- Prepare reports and presentations on HR-related metrics.

NETAMBIT VALUEFIRST PVT LTD (August 05, 2021 - February 27, 2023)

Senior HR Executive

- Managed the interviewing, screening and referral of qualified applicants.

- Played an integral role in the development and implementation of human resource policies.

- Provided optimal support to employees regarding various HR-related topics.

- Worked to foster high job satisfaction ratings by resolving issues promptly.

- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.

NETAMBIT VALUEFIRST PVT LTD (August 05, 2020 - July 30, 2021)

HR Executive

- Meticulously sourced and screened candidate pools in an effort to provide hiring managers with high-quality candidates.

- Scheduled interviews and follow-ups, as well as on-boarding procedures for new hires.

- Provided ongoing guidance to departments to ensure adherence to all company policies, regulations and laws.

- Setting up and maintaining employee's personal file.

- Provided full spectrum recruitment for all open positions as assigned by the human resource director.

PINGMEDIA (June 01, 2020 - August 01, 2020)

HR INTERN

- Handle End to End recruitment from company.

- Resume Screening

- Setting up and maintaining employee's personal file.

- Lineup for Interviews.