

Sugandh Sharma



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Summary

To seek a dynamic and challenging career in an organization that strives for excellence, where I can utilize my knowledge and team effort to make a positive contribution and promote individual opportunity and professional growth.

Skills

- MS ExcelMS wordCommunication skillsOperation managementHRISTalent acquisitionQuality management
- Operation planning & controlData managementPerformance managementHR AnalyticsHR Policy & law
- Recruitment processTeam leadership

Education

Shree Ram Group of college Master of Business Administration Muzaffarnagar, Uttar Pradesh	Jul 2024
Human Resource & Operation management	
Delhi university Bachelor of Commerce Delhi	Jul 2022
Human Resource & Marketing	
D.A.V Inter college Intermediate Muzaffarnagar, Uttar Pradesh	Mar 2018
D.A.V Inter college High school Muzaffarnagar, Uttar Pradesh	Mar 2016

Experience

Subhansh Sewa Trust , HR Internship Delhi	Nov 2023 - Dec 2023
<ul style="list-style-type: none">Coordinated Employee training and Development programs..Conducted performance management and appraisal tasks.Supported HR team in daily operations and administrative tasks.Data Management and Reporting.Team LeadershipContacted different candidates for different Job Roles within the Organization.Also, interviewed different candidates to find a better fit for the organization.	
Preeti hr consultancy , Human Resources Recruiter (HR Recruiter) Gurugram , Haryana	Apr 2025 - Jun 2025
Hiring the candidate for the multiple companies. Check their communications skills. Arrange their interview in company.	

Projects

- Project on Recruitment and Selection process
- Report on Emerging Technologies in selected industry
- Internet and Its Applications

Certifications

- Human Resources internship certificate
- Internship common aptitude test.(ICAT)