Shilpa Sharma

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**Core Competence includes:**

* GOOD ANALYTICAL SKILLS
* GOOD COMMUNICATION SKILLS
* QUICK LEARNER
* ADAPTIVE

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**CARRER OBJECTIVE** – To work for the aim of the organization by providing the best of my experience and knowledge in an environment full of learning and growth and prove myself a well skilled professional

**PROFESSIONAL EXPERIENCE:**

**Employer’s Name**: AON Hewitt

**Duration**: From 7th Jan,2010 to 4th feb 2011

**Position**: Auditor in the team of Transaction Accuracy Audits, Defined Contributions.

**Company Profile:** Hewitt is one of the world's leading HR consulting and outsourcing companies. Hewitt Associates provides leading organizations around the world with expert human resources consulting and outsourcing solutions to help them anticipate and solve their most complex benefits, talent, and related financial challenges.

**Key Responsibilities/ Achievements:**

* To check the errors and validate the accuracy of the transactions done by the participants of client companies for the events.
* Ensure timely divisions of audits
* Review the audits done by new joiners.
* Received VOC’s (voice of customers) in my team for detecting errors.
* Salary hike for performance in the middle of the year

**Projects Undertaken:**

* Part of VSM (Value Stream Mapping) project for the entire team of transaction accuracy audits.
* The project dealt with reducing the overall timing of each audits.

**Employer’s Name**: Maxfort School (Head Office)

**Duration**: From 3rd March 2014 to 30th September 2015

**Position**: HR Executive.

**Key Responsibilities/ Achievements:**

* The Human Resource Executive is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counselling.
* Provide support to supervisors and staff to develop the skills and capabilities of staff.
* Monitor staff performance and attendance activities.
* Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
* Provide information and assistance to staff, supervisors and Council on human resource and work related issues.
* Develop and implement a human resources plan and personnel management policies and procedures.
* Promote workplace safety.
* Provide advice and assistance to staff and management on pay and benefits systems.
* Provide advice and assistance to supervisors on staff recruitment.
* Prepare notices and advertisements for vacant staff positions.
* Schedule and organize interviews.
* Participate in applicant interviews.
* Conduct reference checks on possible candidates.
* Prepare, develop and implement procedures and policies on staff recruitment.
* Inform unsuccessful applicants.
* Conduct exit interview.

**PROFESSIONAL EXPERIENCE:**

**Employer’s Name**: Dumnu Homes

**Duration**: From 1st April,2022 to present

**Position**: Senior Executive

**Key Responsibilities/ Achievements:**

Handles all the activities of the travel portal (Airbnb)

Collect and make the data of all the bookings

Handles all the pricing of all the properties

Makes all the monthly bills of the company

Maintain all the expenses and withdrawals of the partners and the company.

Monthly make pay-outs of all the clients.

**EDUCATIONAL QUALIFICATIONS**

* MBA in HR 2009 in First division from Bharati Vidyapeeth College
* BBA in 2007 in First division from G.G.S.indraprastha University
* 12th Std. - 2004 (Commerce Stream) Mira Model Sr. Sec. School, New Delhi
* 10th std – 2002 Mira Model Sr. Sec. School, New Delhi

**SOFTWARE SKILLS**

Productivity MS Office ( Excel, Word, Powerpoint)

Image Processing Adobe Photoshop, paint.

**OTHER USEFUL SKILLS**

Passionate and enthusiastic in all aspects of work and life.

Inter-personal and observational skills.

**PERSONAL DETAILS**

Husband’s Name: Mr. Lakshay Khurana

Date of Birth: 13th Aug 1986

Marital Status: Married (Oct 23rd,2015)

Language: Hindi, English

Hobbies: Driving, Travelling and listening Music.

**Date :**