

**Kirti Sharma**

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PROFILE SUMMARY:

HR Leader with 12 years of experience in startups, including a Scrum Master role for IT projects. Expertise in scaling HR functions, aligning people's strategies with business goals, and fostering high-performance cultures. Skilled in talent acquisition, leadership coaching, and driving team collaboration through agile methodologies to ensure successful IT project delivery. Proven ability to build adaptable HR processes that support organizational growth and success.

KEY COMPETENCIES & SKILLS:

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| • Strategic HR Management | • HR Analytics |
| • Employee Engagement & Relationships | • Agile Methodology |
| • Talent Management | • Stakeholder Management |
| • Performance Management | • Scrum Tools Proficiency |
| • Coaching & Leadership | • Leadership & Adaptability |
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WORK EXPERIENCE:**Orbiz Analytics India Pvt Ltd, Pune**

- **Sr. HRBP- Oct 24 till date**
- **Business Operation Partner- April 21 till Oct 24**
- Developed and executed HR strategies aligned with business goals, collaborating with senior management to forecast and plan workforce requirements.
- Led full-cycle recruitment processes, from job posting to onboarding, while implementing retention strategies.
- Managed recruitment vendors and handled in-house recruitment independently.
- Developed and implemented a comprehensive onboarding program to ensure the smooth integration of new hires, coordinating activities such as orientation sessions, training schedules, and introductions to company culture.
- Monitored employee attendance and punctuality, addressing absenteeism through policy implementation.
- Administered leave policies, tracked leave balances, and managed leave requests, ensuring compliance with local labor laws and company policies.
- Managed employee relations issues, including conflict resolution and disciplinary actions, facilitating open communication channels between staff and management.
- Organized various activities and outings to enhance employee engagement.
- Designed and implemented performance management systems, conducting performance reviews and providing feedback to boost employee productivity.
- Developed and updated HR policies and procedures, ensuring compliance with labor laws and regulations.
- Conducted needs assessments and developed training programs, facilitating workshops and training sessions to enhance employee skills.
- Developed and implemented rewards and recognition programs to boost employee morale, coordinating recognition events such as annual awards and appreciation days.
- Utilized HR analytics to drive data-informed decision-making and prepared HR reports and dashboards for management review.
- Managed office administration functions, including vendor management and relations, streamlining processes to improve efficiency and reduce costs.

- Developed and executed internal branding strategies to enhance company culture and employee engagement, while coordinating external branding initiatives to promote the company's employer brand in the market.

As Scrum Master

- Facilitated all Scrum ceremonies like Daily stand ups, sprint planning, Retrospective, Sprint review.
- Facilitate sprint planning and ensure the team commits to a reasonable sprint goal based on their capacity.
- Track and communicate team progress using agile metrics (velocity, burndown charts etc.)
- Support PO in managing the product backlog and ensuring its clarity, transparency and order.

Multi-Wing India Pvt. Ltd, Pune as HR Generalist- Oct 17 till Oct 19

- Managed talent reviews, recruitment, supported manpower planning, and capability building while driving employee engagement activities.
- Partnered with various business units to provide HR support and solutions.
- Worked closely on performance management systems (PMS), assisting employees with self-assessments and manager evaluations.
- Led POSH (Prevention of Sexual Harassment) committee, appointing roles and responsibilities, and conducting awareness sessions at plant locations.
- Conducted quarterly vendor meetings to assess HR needs and determine areas for intervention.
- Provided employees with updates on HR policy changes to ensure compliance with state laws and company regulations.
- Managed canteen operations conducted meetings with committee members, and provided necessary support.
- Organized and managed employee engagement activities, including birthdays, festival celebrations, and outings, as well as a global conference with foreign delegates held in India.
- Successfully revised and implemented updated company policies on HR-related issues.
- It was initiated and established an exit interview system for the first time in the organization.

Talent Anywhere Services Pvt Ltd, Pune as Talent Acquisition Executive

Dec 16 to Oct 17

- Responsible for handling the end-to-end Recruitment cycle.
- Involved in the whole array of recruitment that embraces Sourcing, Screening, and interview coordination between hiring manager and candidate.
- Acting as a Single Point of contact for candidates since sourcing of profile to their on-boarding process.
- Create a positive recruiting experience for hiring managers and candidates and Report on recruiting efforts and outcomes to stakeholder and Leadership teams.
- Creation of Job description with Hiring Managers and satisfying their hiring needs.
- Scheduling the candidate for telephonic and face to face interview, verify references, Conduct background checks.

SAM Advisory Management Pvt Ltd., Gurugram – HR Generalist & Admin

May 15 to May 16

- Responsible for handling the end-to-end Recruitment cycle.
- Involved in the whole array of recruitment that embraces Sourcing, Screening, and interview coordination between hiring manager and candidate.
- Responsible for handling onboarding of new hires.
- Responsible for proper documentation of the candidates.
- Handled Employee engagement activities like birthday parties, lunch, dinner, outings etc.
- Responsible for all admin activities like office stationery, housekeeping, handling petty cash.
- Worked on technologies such as .Net Developer, Web designer, C#, Java, Operation Manager, Voice & Non- Voice Process.

- Responsible for handling the end-to-end Recruitment cycle.
 - Extensive experience on searching for job seekers from different social media channels such as Linked In, Facebook & Twitter. Using referral processes to source candidates from employees.
 - Responsible for handling onboarding of new hires.
 - Handled Employee engagement activities like birthday parties, lunch, dinner, outings etc.
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CERTIFICATION:

- Performance Management System Certified by Skill deck June 2024
 - HR Business Partner Certified by Udemy in Aug 2020 & By Skill deck Dec 2022.
 - HR Analytics Certified by Udemy in Aug 2020 and By Tareeqa Global Solutions In Apr2023.
 - HR Generalist & Payroll by Tareeqa Global Solutions in Apr 2023.
 - MS Excel Advanced by Tareeqa Global Solutions in Apr 2023.
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EDUCATION:

- B.C.A. from Pune University in 2010
 - M.B.A (HR & Marketing) from Uttarakhand University in 2013
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TECHNICAL SKILLS

- HRMS- ADP, Razorpay & GreyThr
 - ATS- Lever
 - Payroll Software- Razorpay
 - Microsoft Office Suite
 - Atlassian Jira & Confluence
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PERSONAL INFORMATION

Date of Births: 13th August 1990
Marital Status: Married
Languages Known: English & Hindi
Current Location: Pune