

# Riya Sharma

HR

To pursue a demanding HR Role in a firm with the approach to take up responsibilities to accomplish organizational goals where my skills and potentials are being utilized to the maximum, alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.



riyasharmameenu5477@gmail.com

9644866447

Main Market New Khursipar, Bhilai, Chhattisgarh, India

## WORK EXPERIENCE

### HR Manager

EDUMENT FINDIN1 SOLUTIONS PVT.LTD

03/2019 – 09/2019

#### Achievements/Tasks

- Handled all human resources functions including Recruitment, Hiring, Training.
- Manage all aspects of HR office including learning & Development Team and Prepared all associate communication.
- Scheduled and conducted interview, Created and approved job offers and salary structures, recruited colleagues.
- Monitored employee relations, benefits & compensation, staffing, management development and work force analysis.

## EDUCATION

### MBA

International Institute of Business Studies

2019 – Result Awaiting

Bangalore

### BBA

SaiMahavidhyalaya

2017

Chhattisgarh, 69%

### SSC(12 th)

Nirmalarani vidhyalaya

2014

Chhattisgarh, 68%

### HSC (10 th)

Nirmalarani vidhyalaya

2012

Chhattisgarh, 65%

## SKILLS

MS office

MS power point

MS word

## PROJECT HANDLED

Training and Development(Bhilai steel plant)  
(03/2017 – 06/2017)

Selection Process On Manpower(Ikya Human Capital solution) (06/2018 – 08/2018)

Study on HR Policies(Big Bazaar) (02/2019 – 03/2019)

## ACHIEVEMENTS

Participated in “CARREFOUR” organizational behaviour event

Participated in workshop on WTO and a preview of the International Trade Landscape.

Held position of class representative student union council.

Participated in the 1st Global conference on “Making Management studies matter-2017

Awarded 3rd rank in 12th Board Exam

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Cooking

Dancing

Travelling