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| SHANTANU SHARMA Email iconsharmashantanu43@gmail.com  Telephone icon 91 9953093889 LinkedIn icon LinkedIn URL  |  | | --- | | linkedn.com/in/shantanu-sharma-26b376a5 | | Professional Summary Line graphic  Dedicated Human Resources Administrator with success developing and administering wellness programs to significantly lower benefit costs. Knowledgeable in on-boarding and new hire training. Offering successful career history comprising more than 2 years. | | Skills Line graphic  Payroll administration, New employee training, Team Building, File and records management, Benefits and compensation, Skilled in Microsoft office, Microsoft Team, Canva, Quickbooks, Paybooks, Human Resource Management, Background Checks, Organizational Development | | |  | | --- | | ExperienceMANPRAX SOFTWARE LLPFeb 2020 – Currently Working  * Updated HR database with new employee information, changes in benefits and other details. * Managed benefits enrollment by answering questions and aiding employees with login details. * Handled on-boarding process for newly hired employees, which included distribution of all paperwork. * Oversaw exit interviews and off-boarding process for resigned and terminated employees. * Addressed employee conflicts with appropriate urgency, following all corporate procedures. * Helping to identify and resolve conflicts. * Planned, monitored and appraised employee work results by training managers to coach and discipline employees. * Improved office efficiency by effectively managing internal communications and correspondence. * Collaborated with entire human resource department to discuss new ways to recruit top talent. * Organized company-wide events designed to boost employee morale. * Answered employee inquiries regarding health benefits. * Planned and launched large-scale events that boosted employee participation. * Completed human resource operational requirements by scheduling and assigning employees. * Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.  Education  * MBA HR & Finance SVU * B.sc in Hotel Management Bharthiar University. * 12th CBSE Board 2012.   10th CBSE Board 2010. | |  | |  | |