



JAGRATI SHARMA

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OBJECTIVE

To work in a competitive environment on challenging roles that shall yield the twin benefits of job satisfaction and steady-placed professional growth in an organization of repute.

EDUCATION

CRUSH IT TECHNO

Information Technology Course
in HTML,CSS,Java Script and React.js
Grades - **Grade A**

December 2022-March
2023

SMUDE

MBA Human Resources
Grades - **63.82%/ Grade A**

2015

DEVI AHILYA VISHWAVIDYALYA, INDORE

Bachelor of Education
Grades - **Division- Second**

2015

HOLKAR SCIENCE COLLEGE,INDORE

MSC in Mathematics
Grades - **60.8%/Grade A**

2013

HOLKAR SCIENCE COLLEGE,INDORE

BSC in Mathematics
Grades - **72.91%/Grade A**

2011

CERTIFICATION

NCC (No.1 M.P Air Squadron),B and C Certificates with grade-A.
Advance Diploma in Computer Programming and system management from IGM.

SKILLS

End to End recruitment and sound knowledge of the complete recruitment cycle.,Team Handling expertise with Strong commitment to profession.,Excellent interpersonal skills and Communication.,Problem Solving skills and proficient in training Co-ordination as well as conduction in the recruitment process.,

EXPERIENCE

PARKHYA SOLUTIONS PVT LTD

Senior HR. Executive

Key roles and Responsibilities:

18th April 2023 - 16th
June 2023

- Interviewing and selecting the candidates who matches the culture of the organization.
- Placing job advertisements, releasing IJPs and recruiting candidates through portals.
- Negotiating salary with prospective employees.
- Preparation of Job Descriptions.
- Handling other HR operations.

DEVELOPER BAZAAR TECHNOLOGIES

Sr. Human Resource Manager

Key Roles and Responsibilities:

- Managing end-to-end recruitment cycle efficiently and regularizing candidate database.
- Team handling.
- Reviewing process completion in given time as per shared deadlines.
- Taking Care of Admin Part, Coordinating office activities and compliance to company policy.
- Payroll Management.
- Training and Development.
- Develop and update job descriptions and job specifications.
- Source and recruit candidates by using databases, social media, Job portals and external entities like Boolean searches, Mass Mailing through job boards.
- Sourcing, screening, shortlisting resumes, scheduling interviews,salary negotiation & Onboarding process.
- Complete the onboarding process and taking induction of new employees.

24 September 2021 - 30
November 2022

- Issuance of offer letter, increment letter, experience letter of the employee.
- Verifying all the documents which are uploaded by the candidates.
- Coordinate with the managers and understanding their requirements, defining job position.
- Interacting with management and heads of department for updating and implementing HR policies and procedures.
- Update and manage all the employees' database.
- Maintain daily /weekly/monthly reports such as interview status reports & feedback reports.
- Performing exit interviews when employees leave the company.

KAPILA TEXTILE PVT LTD

**22 March 2019 - 18
September 2021**

Assistant HR Manager

Key roles and Responsibilities:

HR Business Partner

- Handling the Entire Employee Life Cycle from Induction to Exit
- On-boarding of new employees and conducting HR induction.
- Documenting HR procedures, formats & filing MIS reports, circulars and appraisal forms.
- Confirmation of Employees.
- Employee grievance handling and Salary inputs.
- Completion of exit procedures for exiting employees.
- Handling other HR operations.

Talent Acquisition

- Interviewing and selecting the candidates who matches the culture of the organization.
- Vendor management- maintaining constant contact and guiding them to source apt profiles.
- Checking application forms to shortlist, select & interview suitable candidates.
- Placing job advertisements, releasing IJPs and recruiting candidates through portals, referrals & campus placements.
- Negotiating salary with prospective employees.
- Preparation of Job Descriptions.

Training & Development

- Analyzing the identified training needs of all the employees in consensus with the supervisor and revaluation of the same with the functional head.
- Ensuring right content development in conjunction with the COE and functional head.
- Trainer identification and date finalization.
- Preparing the quarterly and monthly training calendars.
- Taking training feedback.
- Training evaluation on an immediate basis and quarterly basis.
- Ensuring meeting of the requisite targets like 7 days training i.e. man-days/employee with 90% coverage.

SKILLS MANTRA EDUTECH CONSULTING PVT LTD

**5 May 2017 - 20 March
2019**

Senior HR Executive

Key roles and Responsibilities:

- Looking after Recruitment for all major sectors of PMKVY Scheme, i.e. Food, Plumbing, Mining Electronics, Gems and Jewellery, Retail and Apparel
- Coordinating for searching the Assessor or Examiners for the Assessment for the particular Sector
- Working on PMKVY & related schemes of Skills India Mission by PM, India
- Training of assessors and preparing monthly training calendar
- Working knowledge of SDMS Portal, designed by NSDC for Assessment & Training Partners
- Sourcing the Right Fits for each Job Opening and service it to the Clients from Job Portals likes Naukri, Database, and References etc.

VOLVO EICHER COMMERCIAL VEHICLES LIMITED

18 Jan 2016 - 4 May 2017

HR Trainee

Key roles and Responsibilities:

- Hands on experience in preparing monthly training calendar.
- TNA and TNI
- Evaluating training effectiveness
- Assisting T&D manager in performing training activities.
- Gathering requirements from various departments.
- Interacting with team leads to know about the training needs of their juniors.
- Feedback through questionnaires to gather the information regarding pre and post training.
- Handling Training Management Information System (MIS)
- Analysis of feedbacks of training programs.
- Assisting in carrying out recruitment & selection activities.
- Assisting in on boarding.
- Other- Induction process, stay interview analysis, personnel file management.
- Assisted in DET recruitment

REFERENCE

Kamlendra Tripathi - Director
Kapila Textile Pvt Ltd
9630383259

Ketan Bindra - Director
Skills Mantra Edutech Consulting Pvt Ltd
9981322222

DECLARATION:

I here by Declare that all the information given by me is true to the best of my knowledge.

Jagrati Sharma
