

Ruby Sharma

HR Generalist

Contact

Address

Bangalore, India 560094

Phone

7406599561

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Skills

English

Hindi

Recruitment (IT & Non-IT)

Onboarding & Joining Formalities

Attendance & Leave Management

Payroll Management

Mediclaime Management

Statutory Compliance's

HRIS / HRMS Management

Off-Boarding & Exit Formalities

Full & Final Settlement

Performance Appraisals

leadership skills. Reliable employee seeking Senior HR Executive position. Offering excellent communication and good judgment.

Work History

2022-03 -
2022-07

HR Officer

Blue bell Information Technology LLC, Dubai

- Handling complete recruitment cycle such as sourcing & screening validating the profile, interviewing, follow up and placing the candidate in client place.
- Activated sourcing from various platforms.
- work with other hiring managers to schedule interviews and discuss the stability of candidates.
- Maintain employee records (soft and hard copies). Update HR databases (e.g. new hires, separations, vacation and sick leaves).
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resume.

2021-10 -
2022-02

IT Recruiter Specialist

PEOPLE IMPACT, BANGALORE

- Activated Sourcing from various recruiting platforms like: - Company database (NAUKRI), (INDEED) Employee Referrals, and Networking also worked on different tools to hire the employee.
- Handling complete recruitment cycle such as sourcing & screening validating the profile, interviewing, follow up and placing the candidate in client place.
- work with other hiring managers to schedule interviews and discuss the stability of candidates.

2016-01 -
2021-09

Senior HR Executive

HR GLOBAL SERVICES INDIA LLP, BANGALORE

- Handling End to End HR Roles & Responsibilities from Recruitment, Onboarding, HRIS Management, Attendance & Leave, Payroll Management, Statutory Compliance's, Exit Formalities, Full & Final Settlement of employees for various IT & Non-IT Client.

2015-08 -
2016-01

HR Trainee

HR GLOBAL SERVICES INDIA LLP, Bangalore

Worked as an HR Intern, arranging and coordinating at all levels of Interviews, Onboarding & Exit Process, Preparing and maintaining various Reports, Attendance, Full & Final Settlement of employees etc.

Education

2012-06 -
2015-04

**Bachelors of Commerce (B.Com):
Accounting**

Reva Institute of Management - Bangalore University

Master of Business Administration (MBA)

Sikkim Manipal University

Professional Certifications

2021-01

**Certified Human Resource Generalist (CHRG) From
IIHR**

2021-01

E-Learning Certification in SAP HCM, Oracle Fusion

2021-01

**Certification in six sigma Greenbelt Professional
(MSME)**