



Niranjan Sharma

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Personal Details

Address: flat 102, first floor, mini Qutub view apartment, ward no
8, Mehrauli 110030 New Delhi

Date of Birth: 4th Oct 1981

Marital Status: Married

Career TimeLine

Company Name: Adglobal 360 India Pvt Ltd (Hakuhodo Group)- Contract – 3 months

Designation: HR Executive – Operations

Tenure:01-May-2023 till now

Work profile:

- Onboarding and documentation
- Employee Master updation
- Sending mailers – welcome mailer, referral mailer
- Recruitment Dashboard preparation

Company Name: DKM Online Pvt Ltd (Third Party of Cheil India Pvt Ltd)
Manpower Group Services India Pvt Ltd (Third Party of Cheil India)
Plural Shared services Pvt Ltd (Third Party of Cheil India)

Designation: Team leader

Tenure:18-Dec-2017 till 31-Dec -2019

Department: Finance & Operations

Work profile:

- Invoice verification & processing payment
- Account Payable checking of Travel& Hospitality Invoices
- Resolving vendor query on payment and discrepancy
- Checking and accounting of cash vouchers
- Handling petty cash
- TBL Data Managing

Company Name: Big Bazaar, Ambience Mall (A division of Future group)

Designation: Team leader

Tenure:15-May-2003 till 13-Dec -2017

Department: Operations

Education

- Graduate in bachelor's in arts from Kanpur University, U.P

Hobbies :

- Watching Movies and Listening Music

