

OBJECTIVE

An enthusiastic MBA Graduate looking forward to work in a learning and challenging environment where I can utilize my skill and knowledge to the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

EXPERIENCE

Redian Software Pvt Ltd. –Sr. HR Executive (MARCH 2021 to AUGUST 2023)

Recruitment & Selection:

- Perform end to end recruitment process from Job posting
- Short listing and screening the profiles as per the client requirement and giving orientation about the company.
- Sourcing profile from Job Portals like (Naukri, Shine, Zoho, Hirect, Linkedin & References).
- Conducting interviews of the potential candidates
- Maintain database of quality candidates with continuous mapping and recruitment.
- Following up on the interview process status.
- Explain HR policies and procedures to all employees.

Joining and Exit Formalities

- Maintain MIS Reports & Personnel Files of Employee.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Responsible for joining formalities like induction of new employees, PF Tracker , Insurance Details and opening of salary accounts.
- Work on Zoho Portal
- Work on Greythr Portal
- Responsible for Employees Background Verification
- Manage- Welcome emails, Confirmation emails, Year completions emails.
- HR Induction- Arranging system, Welcome Kit, Email creation part, Policy discussion etc for new Joinee.
- Birthday Celebrations Handling- emails, desk decoration, cake cutting ceremony
- Biometric attendance (Realsoft 11.6)
- Enter data of new employees in employee master sheet and our Greythr portal
- Prepare Internship Letters, Offer letters, Relieving Letters, Experience Letters, Appointment Letters and Confirmation Letter
- Managing Exit formalities and conduct exit interviews for resigned employees.

Internship

Human Resources Intern at Spectrum Talent Management Pvt. Ltd.

Duration: 10/06/2019 to 25/07/2019

Job Responsibility

- To source and screen Profiles, Shortlist the candidates from various online channels and schedule Interviews for multiple positions. • Cold calls to suitable candidates
- Make MIS trackers and lined up the candidates for an Interview.

EDUCATIONAL QUALIFICATION

Degree	Master of Business Administration
Area of Specialization	HR and Finance
Year of Passing	2020
Institute	Raj Kumar Goel Institute of Technology

Degree	Bachelor of Commerce
Area of Specialization	Commerce
Year of Passing	2018
Institute	M.M.H. College

Degree	12th
Area of Specialization	Commerce
Year of Passing	2015
Institute	Shree Thakur Dwara Balika Vidyalaya

Degree	10th
Area of Specialization	All Subjects
Year of Passing	2013
Institute	Shree Thakur Dwara Balika Vidyalaya

SKILLS

- Team Player
- Organizational Management
- Training and development
- HR Activities
- Employee Relation

KEY STRENGTH

- Excellent written and oral communication ability
- Dedicated towards work
- Can work effectively in Team as well as Individually.
- Coordination
- MS OFFICE (Microsoft Power Point, Microsoft Word & Microsoft Excel).
- Proficient in working with Internet.

ACHIEVEMENTS

- Participated in General Quiz organized by KIET College in Feb, 2019.
- Coordinated in the Manthan event organized by Ghaziabad Management Association in RKGIT College on Feb, 2019 and Feb, 2020. Presented paper on the topic “

LANGUAGES

English, Hindi

INTERESTS

Listening songs, Singing, Cooking

PERSONAL PROFILE

Father's Name: Mr. Mukesh Kumar Sharma

Mother's Name: Mrs. Meenu Sharma

Nationality: Indian

Gender: Female

Status: Unmarried

Present Address: H.No. 108, Kailawalan Delhi Gate Ghaziabad 201001.