



NISHA SHARMA

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OBJECTIVE

To develop and implement HR strategies and initiatives aligned with the overall business strategy.

To bridge management and employee relations by addressing demands, grievances or other issues.

To manage the recruitment and selection process.

To support current and future business needs through the development, engagement, motivation and preservation of human capital.

To develop and monitor overall HR strategies, systems, tactics and procedures across the organization.

SKILLS

Communication skills Ms-Office

Marketing Skills

Negotiation Skill

Website Designing

HTML, CSS, Wordpress

LANGUAGES

English

Hindi

EXPERIENCE

VISUAL ASPECT TECHNOLOGY DELHI, INDIA

14/12/2021- 15/09/2023, HR MANAGER,

- ✚ Entry and exit formalities of employees and providing Offer letter and Appointment Letter etc.
- ✚ Work with company Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- ✚ Direct all hiring and training procedures for new employees. Monitor employee progress and monthly target and stay abreast on company climate and culture, ensuring it stays positive and productive.
- ✚ Coordinate and direct work activities with managers and employees.
- ✚ Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- ✚ Sometime designing the website on wordPress and dealing with clients.
- ✚ I used to design website as like elementor page builder, HTML, CSS.

SYNERGIFIC COSMETICS PVT. LTD., DELHI, INDIA

05/07/2020- 10/12/2021, HR EXECUTIVE,

- ✚ Checking and releasing expense of sales employees on monthly basis.
- ✚ Entry and exit formalities of employees and providing Offer letter and Appointment Letter etc.
- ✚ Work with company Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- ✚ Direct all hiring and training procedures for new employees. Monitor employee progress and monthly target and stay abreast on company climate and culture, ensuring it stays positive and productive.

HOBBIES

Reading Newspaper
Travelling
Dance

STRENGTH

Positive
Attitude
Hardworking
Helping
nature

PERSONAL DETAILS

Name – Nisha Sharma
DOB – 07 September 1997
Father Name- Purushottam Sharma
Address- Rz- 20/1 Surakhpur Road,
Gopal Nagar Najafgarh, New Delhi-
110043

DECLARATION

I hereby declare that above
furnished particulars are true to the
best of my knowledge and belief.

- ✚ Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- ✚ Promote a positive and open work environment where employees feel comfortable speaking up about issues. Making the payroll structure of all employees.
- ✚ Managing related of product content, size, color and design of product.
INZIN INDUSTRIES PVT. LTD., DELHI, INDIA JANUARY 2019- JUNE 2020, HR EXECUTIVE,
- ✚ Identify the source of hiring, interview the candidate. Coordinate the interview with the respective department and if selected, then complete the documentation, joining formalities.
- ✚ Handling employee database (in both Soft Form and File Management).
- ✚ Handling all the queries of employees. Be it related to salary, attendance, leaves etc.
- ✚ Solving all the problems of employees.

HOME SHOP 99, JANAKPURI, DELHI, INDIA JANUARY 2018- JANUARY 2019, HR RECEPTIONIST

- ✚ Handling the queries of employees. Be it related to salary, attendance, leaves etc.
- ✚ Identify the source of hiring, interview the candidate. Coordinate the interview with the respective department and if selected, then complete the documentation, joining formalities.

EDUCATION

Master of Business Administration at MDU

Aug 2018- Nov 2020, Finance & HR

Bachelor of Computer Application at Maharishi Dayanand University, India

Aug 2015 – May 2018

12th at CBSE

March 2014- March 2015

10th at CBSE

March 2012- March 2013
