**MONIKA SHARMA**

**Sector-56, Gurugram**

**E-Mail:** [**monika289@gmail.com**](mailto:monika289@gmail.com)

**Contact no. 08527106171**

**PROFESSIONAL EXPERIENCE (Approx 8+ yrs experience)**

1. **HR Officer (T & D- HR ): ENGINEERS INDIA LIMITED, SECTOR 16, GURUGRAM. JUNE 2021- NOVEMBER 2021**

**(ON PAYROLL OF SINCULS ENGINEERING PRIVATE LIMITED, GURUGRAM)**

**ROLES & RESPONSIBILITIES:**

* Full end to end handling of tendering process and bidding process in HR department
* Coordinating with clients and departments for the tendering and bidding .
* Conducts annual training and development needs assessment.
* Develops training and development programs and objectives.
* Plans, organizes, facilitates and orders supplies for employee development and training events.
* Develops and maintains organizational communications such as intranet bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
* Conducts follow-up studies of all completed training to evaluate and measure results.
* Modifies programs as needed.
* Exemplifies the desired culture and philosophies of the organization.
* Works effectively as a team member with other members of management and the HR staff.

## Skills/Abilities:

* Excellent verbal and written communication skills.
* Strong presentation skills.
* Adept with a variety of multimedia training platforms and methods.
* Ability to evaluate and research training options and alternatives.
* Ability to design and implement effective training and development.

1. **DOCUMENT CONTROLLER/EDMS : ENGINEERS INDIA LIMITED, SECTOR 16, GURUGRAM. OCTOBER 2019 - March,2021**

**(ON PAYROLL OF VEGAZVA ENGINEERING PRIVATE LIMITED, GURUGRAM)**

**ROLES & RESPONSIBILITIES:**

* Assisting in Tendering process in Project Department , end to end process .
* Systematically maintaining drawings/documents Control Log.
* Archiving of documents, drawings and letters in project drive.
* Maintaining status of incoming and outgoing letters and numbered emails.
* Maintaining dispatch log and proper tracking.
* Preparing/Consolidation of various reports like pending documents / weekly progress report / monthly progress report, letters & emails status etc.
* Distribution of letters/drawings/documents to concerned departments.
* Maintaining log of meetings.
* Manage the receipt of documents for external and internal sources; track the flow of document review; and ensure all project deliverables are met through Project Wise.
* Checks INVOICES FROM CLIENTS .
* Respond to internal and external document requests, utilizing strong interpersonal skills and building relationships with engineering and construction team.
* High degree of attention to detail with the ability to multi-task.
* Strictly adhere to established document control policies and procedures.
* problem solving skills, learn and adapt to various computer applications quickly strong verbal, written, and interpersonal communication skills,

Additional Responsibilities :

* answering calls, taking messages and handling correspondence
* maintaining diaries and arranging appointments
* typing, preparing and collating reports
* filing
* organizing and servicing meetings
* managing databases
* prioritizing workloads
* implementing new procedures and administrative systems
* coordinating mail-shots and similar publicity tasks
* logging or processing bills or expenses

1. **ECOGREEN ENERGY GURUGRAM FARIDABAD PVT LTD: DOCUMENT CONTROLLER AND OFFICE MANAGEMENT -LEGAL DEPARTMENT AND SECRETARIAL DEPARTMENT**

**JULY 2019-SEPTEMBER 2019**

**ROLES & RESPONSIBILITIES:**

* Responsible for all document control activities for the Company and projects.
* Provide professional document control duties applying diversified knowledge and experience of document control and filing practices to support legal matters.
* Organize and file current document backlog from project job packages per the company’s current filing process.
* Assist team in scanning, organizing, and indexing critical documentation.
* Responsible to process all submittals and input into the system.
* Maintain updated submittal log, monitor the submittal schedule and status.
* Transmit documentation and submittals through the Clients SharePoint system.
* Receive, log, and track plans and specifications as received including all revisions.
* Maintain all hard copy files of project documentation.
* Maintain electronic copy files of project documentation.
* Performs other related duties as required and assigned.

**B. EXECUTIVE -PLANNING & CO-ORDINATION : VATIKA LIMITED FEB 2012 TO AUG 2017**

**PRINCIPLE ACCOUNTABILITIES:**

* Implement and maintain document control processes and procedures
* Maintain the Document Management System
* Coordinated with Organizations & Govt. Authorities
* Administered tours and travel for Senior Management (Domestic and International).
* Manage all flows of documents either in electronic form or on paper support
* Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
* Maintain and manage electronic and hard copy documents as required
* Process incoming documentation (registration in the DMS, internal distribution, archiving)
* Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
* Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)
* Ensure control and coordination of projects documentation and data
* Ensure all drawings/documentation are correctly identified, distributed and filed/stored
* General document control activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality
* Assistance in the preparation collation and issue of reports and registers as may be required
* Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required
* Monitoring of documentation progress in cooperation with the project planner
* Produce internal and external (Clients and Suppliers) over-due reports
* Ensuring the use of standardised forms and templates
* Set-up Projects folders and facilitate Project communication process
* Establish and maintain the Master Document Register in cooperation with the Project team

Additional responsibilities as administrator:

* Forming and maintaining records
* Updating databases
* Communicating with external partner
* Being the first point of contact for queries
* Assisting with HR recruitment and selection process by providing the department with relevant employee information
* Helping with various arrangements internally, from travel to processing expenses
* Helping in Training and Development for employees .
* Accountable for the payments for the projects as labour cess.
* Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management committee and (where relevant) ordinary members of the organisation.
* Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials or officers of voluntary organisations.
* Keeping a record of the organisation's activities
* Keeping a diary of future activities

**(B) P I INDUSTRIES LTD:EXECUTIVE-HR/ADMIN (JUNE 2011 to DEC 2011)**

* Preparing presentations for monthly meetings with clients as well as for Management meetings.
* Efficient at handling candidates and getting the work schedule.
* Coordinating the various activities MIS, Coordination, data management.
* Accountable for the payments for the projects as labour cess.
* Involved in preparation of various reports.
* Actively involved in managing and controlling verify delivery advices and daily function.
* Administered Office Functioning and maintaining regular MIS and reporting the same to management on daily/monthly basis.

**EDUCATIONAL DETAILS:**

1. Post Graduation : MBA (HR &Marketing ) - MDU, Rohtak
2. Graduation : Hon’s in Maths -B.A -Banasthali Vidyapith, Rajasthan

**IT SKILLS: ADVANCED EXCEL:-**

* Advance Excel :
  + - Use of Shortcuts, Formatting and Conditional Formatting, Working with Formulas - Logical and Text Functions
    - Sorting, Filtering and Data Validation, Data Analysis
    - Pivot Tables,
    - Knowledge of Tableau, tally & ERP

Software Knowledge : EDMS , TELLY , ERP, DMS , MS OFFICE , VDMS

PERSONAL STRENGTHS:

* Communication Skills, Flexibility and Adaptability, Quick learner, Stress tolerance, Decision making skills, Creativity
* Creating a positive work environment, Leadership, Responsible, Goal oriented: results achiever, Meeting deadlines
* Self Motivated, Honesty and Integrity, Punctuality, Analytical and Problem Solving Skills
* Strong Analytical abilities, Attention to details, Accuracy,
* Interpersonal Skills, Team Work Skills, Initiative, Loyalty

PERSONAL DETAIL

Date of Birth : 28th, September 1984   
Hobbies : Yoga, Running, Travelling, Driving, Watching Movies, Cooking , Morning Walk

Languages known : Hindi, English

Date....................

Place: Gurgaon (MONIKA)