Shakshi Sharma



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**Apercu**

Proficient HR and technically proven Facilities professional holding 08 years industry experience who is well versed in designing end to end recruitment, on-boarding and employee management systems with proven success. Excellent written and verbal communication skills with expertise in end to end Human Resource Management system, seeking an opportunity in HR to explore and adopt new challenges.

**Career Features**

***Vinture Innovations Pvt. Ltd.-*** *HR Operations (Dec.22.-Till present)*

* **HR Tools Used** – Bamboo HR, Workday, Percipeo, Microsoft Teams, Microsoft Office, Honeywell, Curo Park, Mazhars, LinkedIn, Naukri, Monster.

**Key Responsibilities**

* **Recruitment / Talent Acquisition :-**
* Led new talent acquisition and recruitment processes for over 20 new positions as per the allotted budget.
* Responsible for posting the job requisitions on internal & external channels through Workday.
* Responsible for shortlisting candidates, scheduling interviews, salary negotiations & providing feedback.
* Salary structuring and responsible for issuing the Appointment letter, confirmation letter and relieving letter
* Maintaining MIS databases and HR related dashboard
* Responsibility to on board the employees and conduct the induction

**Employee Management System:-**

* Collaborated with leadership on organizational strategies, development plans, performance management and employee engagement to improve retention rate.
* Preparing and presenting MIS reports to senior management
* Employee Learning & Development program
* Tracking employee attendance through Honeywell system across PAN India
* Preparing & uploading employee roster requests on Microsoft Teams.
* Handling the attendance records for all the employees across the locations.
* Handling the documentation and performed background verification checks.
* Employee Leave Management through Bamboo HR
* Facilitating Tax declaration for employees as per Tax slabs applicable
* Addressing & resolving employee payroll related queries through Bamboo HR across PAN India.
* Managing allocation & de-allocation of car/bike parking through Curo Park

**Client/Vendor/Cafeteria/Facility Management: -**

* Managing Bank Helpdesk on the floor to facilitate salary account bank procedures for new joiners.
* Employee Insurance Policy Management
* Ensuring timely pick-up/drop facility through company transport facility.
* Ensuring pantry contractors adhere to quality standards outlined by the company.
* Ensuring on time service and support from maintenance & fire safety team including fire extinguishers and water valves.
* Ensuring regular safety checks at office space.
* Ensuring power cuts are safely adhering and timely resumed without any delays.
* Ensuring fulfilling the necessary paper work and office area as per ISO Audits yearly.

**HR Operations**

* Maintained documentation for facility compliance and employee health.
* Implementing behavioral performance management system to define expectations and identify areas for improvement.
* Maintained and developed job descriptions, on boarding, handbooks and training programs across PAN India.
* Designed and implemented employee engagement strategies to improve morale, retain talent and maintain business continuity.
* Maintained open-door policy to encourage employee communication and conflict resolution.

**Transport Services Management**

* Efficiently managing the transport services as per allocated employees team rosters.
* Proactively looking out for cost optimization while allocating cabs as per shift roster.
* Adhering to all compliance related to female employees at night hours.
* Manage rigorous documentation to police verification reports of drivers, car and driver papers etc.

**Accounting Support**

* Initial screening of invoices from vendors and expense claims of employees.
* Initial screening of the expenses for payment as per company policies.
* Proper documentation and filing of records and invoice

**WORK HISTORY**

* ***UNIFY Square a UNISYS company.*** *– HR Operations, Facilities & Transport* ***(****Dec. -20 to Nov.- 2022)*
* ***DLF Homes Pvt. Ltd.*** *- HR Operations & Facilities Executive* ***(****Jan -20 to Nov- 2020)*
* ***NMM Producer Company Ltd.****- HR and Facilities coordinator (Oct-17 till DEC-19)*
* ***TOPSGRUP****- Office Assistant (Aug-16 to Sep-17)*
* ***Uflex Ltd.****- Front Office and Facilities Assistant (Dec-13 to Dec-15)*

**Key Contributi ons*: -***

* **Facilities, Cafeteria, Travel** and **Vendor Management**
* E**xpense reports**, budgets, and filing systems. (MIS)
* **Team building activities** and overall support for maintenance of organizational culture
* **Project Management** with successful completion, often with deadline pressures.

***Academia***

1. 2022-2024 – Pursuing MBA (Global) Liverpool University, London from IMT Ghaziabad.
2. 2022-2023 – Pursuing PGMP from IMT, Ghaziabad.
3. Computer course from **NIIT** in **Advance MS Office** and **Tally ERP VOL 9.**
4. 2006 – 2009 **Graduation** from MJP Rohilkhand University, UP University.
5. 2007 – 2008 Diploma in **Aviation, Hospitality and Tourism** sector from a leading Institute of Airhostess Academy (FRANKFINN). **B-Tech HNC** (Higher National Certificate)
6. 2004 – 2006 **ISC** Hartmann College, Bareilly U.P.
7. 2003 - 2004 **ICSE** Hartmann College, Bareilly U.P.

**Personal’s**

Date of Birth :17thJune 1988

Father’s Name :Mr. Rajeev Sharma

Notice Period : 15 days

Linguistic Abilities : English, Hindi