

# DISHA SHARMA

## Personal Details-

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## Key Skills-

- Excellent Communication
- On-boarding and Off-boarding
- Strategic planning, analysis, decision-making, and implementation.
- Employee Engagement
- Attendance and Payroll Management

## Professional Summary-

With **7 years of experience**, I bring a unique combination of skills, expertise, and passion for human resources and administration that make me an ideal candidate for this role. My HR expertise encompasses onboarding, administration, employee relations, performance management, attendance and payroll, and offboarding. I have a proven track record of developing and implementing effective HR strategies that drive business results, enhance employee engagement, and create a positive work environment.

As an administrative professional, I am highly organized, efficient, and adept at multitasking. My strong communication and interpersonal skills enable me to build meaningful relationships with employees, management, and external partners, fostering collaboration and mutual success.

I am confident that my passion for HR and administration, combined with my skills and experience, uniquely position me to excel in this role. Thank you for considering my application.

## Professional Experience-

Company Name	Designation	Duration	Year
ESS Detailing Services LLP	<b>HR &amp; Admin Manager</b>	2 Years	29 <sup>th</sup> May 2023-Till Date
Maxgen Technologies Pvt Ltd	<b>HR Manager (Admin &amp;Operations)</b>	1 Year	04 <sup>th</sup> July 2022- 15 <sup>th</sup> May 2023.
NAOS Bioderma	<b>HR &amp; Admin Assistant Manager</b>	6months	28th Dec 2021- 30th June 2022

### **Administrative Professional**

*2018 – 2021 (3.5 years)*

Gained extensive experience in administrative operations, supporting organizational efficiency and smooth office management.

- Worked and contributed as a key member of the management team in the administrative domain.
- Supported the organization in implementing efficient, well-organized systems through effective planning, organizing, execution, analysis, and continuous improvement.
- Played an active role in streamlining administrative processes, suggesting improvements, inspecting workflow efficiency, and ensuring alignment with management goals.

## Current Work Experience Details:

**6) Company Name: ESS Detailing Services LLP**

**Designation- HR & Admin Manager**

**Role & Responsibilities:**

**1. Attendance & Payroll Management:**

- Maintain employee attendance records and muster.
- Process payroll, including PT, PF, ESIC, and TDS calculations.
- Generate and distribute salary slips.

**2. Recruitment & Onboarding:**

- Purchase recruitment portal subscriptions and manage registration.
- Oversaw and guided the HR assistant team in effectively screening candidates and ensuring timely coordination for first-round interviews.
- Facilitate onboarding and induction programs for new employees.

**3. Employee Documentation & Compliance:**

- Manage ESSL formalities and legal compliance related to HR policies.
- Draft and release offer letters, appointment letters, warning letters, confirmation letters, and relieving cum experience letters.
- Maintain and update employee staff master data.

**4. Employee Engagement & Relations:**

- Plan and execute weekly, monthly, and yearly employee engagement activities.
- Address employee grievances and ensure workplace harmony.
- Monitor and manage the scrutiny suggestion box and first aid box.

**5. Performance Management & Appraisals:**

- Develop and manage employee evaluation forms.
- Contributed as a member of the management team in evaluating employee performance and supporting decisions related to increments and promotions.
- Accountable for submitting quarterly performance analysis reports for my team and contributing to their yearly increment decisions.

**6. Offboarding & Exit Management:**

- Manage the offboarding process efficiently.
- Ensure compliance with exit formalities.

**7. Legal Compliance & Policy Management:**

- Monitor legal compliance applicable to human resources.
- Ensure adherence to labor laws and company policies.

**8. Event & Festival Coordination:**

- Plan and execute company events, meetings, and festivals.
- Ensure seamless event logistics and coordination.

**9. Administrative & Financial Operations**

- Supervised office facilities maintenance and managed essential utilities to ensure operational efficiency.
- Authorized and processed payment vouchers while maintaining comprehensive financial documentation.

**10. Employee Training & Knowledge Enhancement**

- Conducted monthly presentations and training sessions aimed at upgrading employees' skills and knowledge by introducing key industry terminology and best practices. These sessions contributed to continuous professional development and improved team performance.

**Education**

Year	Qualification

2025	MBA (Operations)
2022	MBA (HR)
2019	B.Ed. Mumbai University
2018	ECCED
2018	Bachelor of Commerce
2015	HSC
2013	SSC

**Certifications from:**

- 1) Alison,
- 2) Coursera,
- 3) BernieU,
- 4) Oxford Home Study Centre,
- 5) Great Learning.

**Declaration: I assert my enthusiasm for embracing new challenges and working collaboratively to achieve organizational goals.**