

Curriculum Vitae

Ritu Sharma

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Noida sec 128, near botanical garden metro station

PROFESSIONAL SUMMARY

_Dedicated Human Resources professional offering 1.3 years of success in benefits Talent Acquisition, Administration, Employee relations and Performance Management . In-depth understanding of policy implementation, Strong leader with proven problem solving and conflict resolution skills .

SKILLS

- Interviewing Techniques
- Recruitment Straggles
- Full Cycle Recruiting
- Confidentiality
- Salary & Benefits Negotiation
- Talent Acquisition
- Online Resources
- Attendance Management
- Campus Program Organising

Academic Qualification:

- Perusing BBA(Industry Integrated) From DAV Institute of Management , Faridabad
- 12th Passed From Jeevan Jyoti Global School (HBSE Board) Palwal
- 10th Passed From Jeevan Jyoti Global School (HBSE Board) Palwal

Technical Qualification:

- MS Excel
- MS Power point
- MS Word

Work Experience:

Currently working with **Vividhta Consulting (Diversijob)** Faridabad as an HR Executive From 20th August to till now

Previously Working with a Consulting Firm **Universal recruiters (Faridabad)** as a HR Recruiter From 16th August 2018 to 19 August 2019.

Company Profile : It is recruitment firm which empowering organisation .

Roles & Responsibilities :

- Handling all the work into MS Excel & updating the tracker on daily basis
- **Have worked on Following Portal: Naukri, Times Jobs & Shine. Com**
- **Also using LinkedIn and indeed .**
- **Handling IT & Non IT recruitments**
- **Majorly handling the recruitments for: - Construction Companies (Real Estate Developers & Contractors), Manufacturing companies of Stationary Items & Silverware Equipments , Finance & Insurance Industry & Hotel Industry etc For IT Companies (Product based & Software Based) , Exporters, Dealer ,Distributors.**
- Preparing the candidates for the Face to face round.
- Finding **the relevant candidate as per the clients requirement.**
- Maintaining the **daily basis record of staff attendance in the attendance sheet**
- Handling the house keeping area & preparing their monthly salary
- Preparing **all the record of daily basis data.**

Strengths:

- Positive and result oriented attitude.
- Punctual & regularity.
- Confident, Loyal.
- Trustworthy, accept challenges
- Quick learner, and willing and passionate about my work

Personal Details:

Father Name : Mr Sunder Sharma

Date of Birth : 30/09/2000

Gender : Female

Nationality : Indian

Religious. : Hindu

Marital status : Unmarried

Languages Known : Hindi & English

Hobbies : Shooting & writing stories

Skills : Hardworking Punctuality & Quick Learn

Declaration:

I hereby declare that the information given above are true to the best of my knowledge & belief.

Date :

Place : Faridabad

Ritu Sharma