

RESUME

PRERNA SHARMA

Mobile : 9760702320

Email : sharma.priya562@gmail.com

Career Objective: To pursue a growth-oriented career in HR with progressive organization and where I can put my best effort to add some value for the profitability of the organization.

Organizational Experience:

1. Stitch Overseas Private Limited :-

Stitch Overseas (Gurugram) is basically a distributor company which deals in Cutting tools, CNC & VMC machine, Steel & Metals, also Dies & Molds.

Designation – HR Executive

Duration: Dec 2017 to till present.

2. G4S Secure Solutions (India) Private Limited :-

G4S is a British multinational security services company headquartered in London, England. G4S offers a range of services including Training, Event Security, Security Consultancy & Risk Management, Fire Audit, Recruitment & Placement etc.

Designation – HR Coordinator

Duration: November 2016 to Dec 2017

Job Description:

Payroll & Compliance –

- Attendance Management, Leaves management, salary processing.
- Employees' registration on EPF & ESIC portal.
- Basic Knowledge of EPF & ESIC challan generation.
- Salary slip distribution.
- Resolve employees query related with Attendance, Leaves, salary.

Recruitment –

- Screening of resumes by using sourcing portals like Naukri.com, LinkedIn and scheduling the interviews.
- Follow up with the candidates for interview & providing the induction to the new employees.
- To ensure new joinee documentation and formalities i.e. joining forms, PF form, Gratuity & Nomination form, identity and address proofs, all educational documents and ensure proper filing of the same.
- To arrange and issue Joining kit (I - card, punching card, visiting cards, writing pad or Diary, pen & uniform)
- To issue different letters like – LOI, Appointment, Company Assets Letter etc.
- Maintain the records of all employees in employee files
- To ensure timely updation of employee database in Employee master.
- Conducting various employee engagement programs like birthday celebration, outdoor picnic, in-house activities, and celebration of festivals to motivate employees.
- Encouraging and tracking participation in employee reward and recognition initiatives i.e. suggestion scheme, employee of the year etc.
- Playing key role in different events like –Founders Day Celebration, Holi Celebration, Republic & Independence Day Celebration etc.

Administration –

- Vendor Management
- Arrangement of Stationary, Housekeeping material.
- Pantry / Cafeteria management.
- Maintaining proper Housekeeping service in the premises.

Qualification:

Degree	School/University	Year
MBA (Regular)	AKTU University	2014-16
BCA (Regular)	CCS University	2011-14
12 th	UP Board	2010 -2011
10 th	UP Board	2009-2010

Summer Internship Project

I had successfully completed 6 Weeks summer internship at **FUTURE VALUE RETAIL LTD. (BIG BAZAR-ADITYA MALL)** from 1st June' 2015 to 15th July' 2015.

Technical Skills

- ❖ Knowledge of MS-EXCEL
- ❖ Knowledge of MS-POWERPOINT

Extra Co-Curricular Activities

- ❖ Participated in dance in college.
- ❖ Participated in Entrepreneurship Development Program conducted by SBI.
- ❖ Participated in various programs of college such as Fresher's Party and Farewell Party.

Personal information:

Date of Birth	:	01 July, 1994
Father's name	:	Mr. Anand Prakash Sharma
Marital status	:	Single
Nationality	:	Indian
Language Known	:	Hindi, English
Interest & Hobby	:	Sketching, Crafting
Address	:	Near Shiv Mandir, Adarsh Colony, Muzaffarnagar

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge.

Date:

Place:

Signature

(Prerna Sharma)