

Shravya S Sharma

Indiranagar, Bengaluru

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Objective

Poised HR Executive with background overseeing and guiding HR department. Expert at leading diverse initiatives, programs and activities for well-rounded human resources offerings. Proactive accomplished in hiring, developing and motivating employees. Successful at building rapport at all levels and resolving issues smoothly. Skilled professional with more than 1 year experience as an HR. Seeking a challenging role with opportunities to work collaboratively with coworkers on projects and assignments.

Experience

- Supercode Design Pvt Ltd** 9/11/2023 - Present
HR Executive
 - 1) Developed and implemented HR policies, procedures, and processes to ensure compliance with employment regulations.
 - 2) Conducted performance reviews for all employees on a yearly basis.
 - 3) Managed employee relations issues such as grievances, disciplinary actions and terminations.
 - 4) Organized recruitment activities including job postings, candidate sourcing, interviewing and selection.
 - 5) Interviewed job applicants to obtain information on work history, education or job skills.
 - 6) Drafted offer letters for new hires in line with company policy and procedure.
 - 7) Conducted exit interviews for departing employees to identify areas of improvement within the organization.
 - 8) Assisted senior management with strategic planning initiatives related to talent acquisition.
 - 9) Facilitated training sessions for new hires on topics such as organizational culture, policies and procedures.
 - 10) Managed payroll processing activities including time tracking, benefits administration and compensation calculations.
 - 11) Monitored performance management systems for effectiveness in assessing individual performance goals.
 - 12) Coordinated employee recognition programs that foster positive morale within the organization.
 - 13) Developed strategies aimed at improving workplace diversity by promoting equal opportunity hiring practices.
 - 14) Directed recruitment, selection and hiring processes.
 - 15) Evaluated training needs and oversaw training programs.
 - 16) Created and implemented HR strategies and initiatives aligned with business objectives.
 - 17) Prepared KRA and KPI for better Performance Management.
- Vruksha Natyalaya** 1/1/2023 - 8/11/2023
Dance Instructor and Admin
 - 1) Developed and implemented dance classes for students of all ages, levels and abilities.
 - 2) Organized and monitored rehearsals to ensure the quality of performances.
 - 3) Instructed students in learning basic and advanced level of the dance form
 - 4) Managed the new admission of students to the academy
 - 5) Took care of monthly fee payment for the students.Managed the operations of the dance academy
- Protium Finance** 1/9/2022 - 11/11/2022
HR Intern
 - 1) Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
 - 2) Analyzed resumes to assess qualifications for open positions.
 - 3) Conducted reference checks on prospective candidates.
 - 4) Did Salary Negotiations with prospective candidatesPrepared offer letter and sent it to the selected candidate
 - 5) Took care of all the joining formalities and assisted the new joinee with documentation
 - 6) Conducted employees engagement activities
 - 7) Helped the employees with smooth exit formalities.
- Sheraton Grand Bengaluru at Brigade Gateway** 1/7/2021 - 20/9/2021
HR Intern
 - 1) Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
 - 2) Conducted reference checks on prospective candidates.
 - 3) Analyzed resumes to assess qualifications for open positions.
 - 4) Organized events such as orientations, training sessions, benefits fairs.
 - 5) Participated in exit interviews with departing employees to gain insight into their experiences at the company.
 - 6) Maintained records of all personnel transactions such as hires, transfers, promotions, terminations.
 - 7) Performed administrative tasks such as filing paperwork or entering data into databases.
 - 8) Assisted with new hire orientation preparation, scheduling and administration.

Education

- **JSS Public School** 2018
School
70%
- **Sri Jayachamarajendra PU College** 2020
12th
74%
- **Indira Gandhi National Open University** 2023
Bachelor in Tourism and Hospitality
76%

Skills

- Talent Acquisition
- Performance Reviews
- Performance Management
- Employees Relations
- Onboarding and Orientation
- Payroll Administration
- Salary Negotiation
- Exit interviews

Languages

- Kannada
- English
- Hindi