

NEHA SHARMA



D-216, Rail Vihar, Sector-3, Vasundhara,
Ghaziabad, 201012 UTTAR PRADESH (India)
 (+91)-9999578094
 nesh0806@gmail.com
 <https://nehasharma0806.github.io/nehaSharma/>
 <https://www.linkedin.com/in/nesh0806/>

SEX Female | **DATE OF BIRTH** 08/06/1998 | **NATIONALITY** India

CAREER OBJECTIVE

To work with an organization which offers a challenging opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential. Dedicated and motivated to join a reputable, growth-oriented company in the Human Resources profile.

WORK EXPERIENCE

LARSEN & TOUBRO LTD., *Dec.'18-Feb.'19* Faridabad (India)

Human Resources Intern

Maintaining employees' databases & MIS, drafting birthday e-mailers, onboarding documentation, etc.

SPA FINANCIAL ADVISORS, *Aug.'18-Nov.'18* New Delhi (India)

Human Resources Intern

Job portals, interviewing, HRIS, file movement, documentation, background verifications & reference checks, joinin & exit formalities, handling social media, content writing & MIS for insurance, etc.

DFCCIL, New Delhi (India) *June'18-Aug.'18*

Human Resources Intern

Maintaining employees' databases & MIS, drafting a CSR report, etc.

YOUTH EMPOWERMENT *June'18-July'18* FOUNDATION, New Delhi (India)

Content Writing Intern

Writing on social & societal issues.

PRIMOTECH ENERGY *Dec.'17-Jan.'18* SOLUTIONS PVT. LTD., Noida (India)

Human Resources Intern

Job portals, interviewing, recruitment, documentation, maintaining MIS, etc.

DELHI METRO RAIL *June'17 - July'17* CORPORATION LTD., New Delhi (India)

Human Resources Intern

Cashless medical policy processes, taking up employees' queries, maintaining MIS, etc.

EDUCATION & TRAINING

BACHELOR OF BUSINESS *2016-2019* ADMINISTRATION (GENERAL)

Maharaja Surajmal Institute, GGSIPU, New Delhi (India)

CGPA: 8.24/10

HR GENERALIST *Present* Aptron Solutions Pvt. Ltd., Noida (India)

INTERMEDIATE *2015-2016* St. Andrews Scots Sr. Sec. School, New Delhi (India)

PERCENTAGE: 71.2%

MATRICULATION *2013-2014* St. Andrews Scots Sr. Sec. School, New Delhi (India)

CGPA: 9.2/10

PERSONAL SKILLS

Communication Skills

Human Resources

Organizational/Managerial
Skills

MS Office

HRIS

Internet & E-mails

EXTRA-CURRICULAR PROFILE

- United Nations Volunteers.
- Discipline coordinator in GENESIS 2018.