

RUCHI SHARMA

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Offering 3+ years of industrial experience, seeking assignments across Manufacturing, Retail Sector

Synopsis

- ▯ **HR**, presently having of experience from Oct 2015 in **Dhruv Engineering Consultant-Indore**.
- ▯ **In-charge of HR & Administration in Functional Support** like HR Policy, Employee Relations & Recruitment Process from last 3.5 years.
- ▯ Experience spanning some phases of **Train the new employees**.
- ▯ Worked extensively on revised & implemented **company policy on HR related issues**.
- ▯ **MBA [HR & Operations]** From GSIMR, Indore (M.P.) under DAVV Indore in **2015**.
- ▯ **B.E. [CS]** From MIST, Indore (M.P.) under RGPV, Bhopal in **2013**.
- ▯ Completed Internship in HR Dept. **Bridgestone India Pvt Ltd, Pune HO**.
- ▯ An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities.

Academic Credentials

- ▯ MBA (HR & Operations) from GSIMR, Indore (M.P.) in 2015 with 62.08%.
- ▯ B.E. (Computer Science) from MIST, Indore (M.P.) in 2013 with 70.41%.
- ▯ XII from Board of Secondary Education, Bhopal (M.P.) in 2009 with 65%.
- ▯ X from Board of Secondary Education, Bhopal (M.P.) in 2007 with 76%.

Key Skills

- ▯ In depth Knowledge of Industrial laws, Factory Act, Statutory laws, EPF, ESIC.
- ▯ Training And Development, Welfare Activities, Industrial Relations.
- ▯ Proficient with MS-Office : Excel, PowerPoint, Word.

Work Exposure

Dec '2017 to Present* with Dhruv Engineering Consultant, Indore

Team: - HR & Administration

Designation: - HR Manager

Duration: - 12-2017 to Present*

Environment: - HR & Administration Functional Controls

My Responsibilities:

- ▯ Focus on HR Compliance Policy like Minimum Wage Act, Payment of Wage Act & Employee Compensation Act.
- ▯ Responsible for employee relations.
- ▯ Analyse the need of the organization in terms of manpower.
- ▯ Make a proper plan to fulfil the need of organization.
- ▯ Fill the post of organizations by the recruitment drive.

- ▯ Understand the improving areas of organization by taking feedback timely.
- ▯ Conduct many programs for motivating and stress busting for employees.
- ▯ Make the coordination with the accounts department.
- ▯ Keep observing the employee's performance.
- ▯ Train the new employees.

Jul '2017 to Nov' 2017 with Vardhman Fabrics, Budhni (M.P.)

Team: - IR

Designation: - Sr. Assistant

Duration: - 07-2017 to 11-2017

Environment: - Industrial Relation Functional Controls

My Responsibilities:

- ▯ Responsible for employee relations.
- ▯ Conduct many programs for motivating and stress busting for employees.
- ▯ Keep observing the employee's performance.
- ▯ Train the new employees.
- ▯ Time office attendance Function, Salary wages, Deduction.
- ▯ Canteen & Transport Inspection and Welfare Activities.
- ▯ Grievances Handling & Girls Hosteller Counselling.

Oct '2015 to Jun' 2017 with Dhruv Engineering Consultant, Indore

Team: - HR & Administration

Designation: - HR Executive

Duration: - 10-2015 to 06-2017

Environment: - HR & Administration Functional Controls

My Responsibilities:

- ▯ Analyse the need of the organization in terms of manpower & there handling.
- ▯ Attendance & Payroll process handling.
- ▯ Establish & Implemented the New policy.

Personal Snippets

Date of Birth: 06th-Feb-1991

Husband's Name: Mr. Saurabh Vaidya, Key Account Manager, Vritti Solutions Limited, Pune.

Marital status: Married.

Languages: Read, Write and Speak English and Hindi.

Permanent address: F1/409,Rohan Abhilasha Society Wagholi,Lohegaon Road, Pune-MH