

# **Curriculum Vitae**

**Sweta Sharma**

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Apply for the post of - **Executive - Personnel & HR\_**

## **Objective:**

A challenging position in a professionally well-managed organization where I can enhance my skills in conjunction with the company's goal and objective.

## **Work Experience:**

- Worked with **M/s Reddy Pharmaceuticals limited** in the capacity of Executive HR & Personnel from October 2004 to June 2005. (This company was bulk drug trading company and 70 - 100 employees are working, their turnover was 50 crores)
- Worked with **M/s Northern Strips Limited** (A Govt Recognized company) New Delhi. Having 100 employees. Designated as a personnel Executive from July 2005 to December- 2006.
- Worked with **M/s Anand Organics, Gurgaon** from February 2012 to August 2013 as an Assistant Personnel Executive. The company is ISO/TS: 16949: 2002 & ISO-14001 certified. The company manufactures Emulsion Paints.
- Worked with **M/s A.S.MARKETING, PITUMPURA** from June 2014 till OCT 2014 as an Administrative Officer. The company is a trading based company of Action Shoes.
- Worked with **B R Tyagi Senior Secondary School** from August 15 till March 2017 in Administration Department.

## **Job Responsibilities**

## **HRD FUNCTIONS**

- Implement the statutory rules & regulation as per factory Act 1948 & labour legislation.
- Statutory compliances with Government office and renowned overseas buyer
- Salary & wages Administration, recovery of Loans and Advances, handling worker's grievances, disputes, full & final settlement etc.
- Submission of ESI, PF returns & challans as per rules.
- Recruitment & selection policy, screening and scrutinizing of resumes.
  - **Handling Complete employee joining and exit formalities.**
  - Resolving the queries of new joiners if any through mails & in person.**
  - Preparation all letters (offer, appointment, confirmation)**
  - Employees personal file data maintenance.**

**Keeping attendance records (Payroll inputs) on monthly basis.**

**HR policies formulations and executions**

**Full and final settlement**

- Ensuring that Probation Confirmation Appraisals are carried on as per schedule & issuing confirmation letters for the same.
- Job description, motivation, communication, organization behavior.
- Maintaining register's and records under various (Act), E.S.I.C., and E. P.F. Factory Act etc.  
Responsible for Monthly and annually returns submission under various Acts.
- Annual Assessment of the Employees for their welfare and increments as per their performances & company rules

**Event Management:**

- **Venue Selection:** Selection of venue as per the requirement of Event.
- **Schedule of the Event:** Prepare schedule of the Event.
- **Feed Back:** Get the feedback from the Employees on the Event

**Academic Qualification:**

- Graduation from Jai Narayan Vyas University, Jodhpur, Rajasthan - 2002.

**Professional Qualification:**

- M.S.W / Master Degree in Personnel Management from Jain Vishva Bharti University Ladnun, Nagour (Raj.).

**Specializations:**

- Personnel Management, Payroll & Industrial Relations.

**Training:**

- Research on 'Industrial Accident - A Study' in Escorts (I) Limited, Faridabad (Haryana) in January 2004.
- Block Placement Training in Modern Petrofils, Bamangam (Baroda) from 25.05.2004 to 25.07.2004.

**Computer Knowledge:**

- Basic Knowledge- MS word, MS excel , PPT, E-mail Internet, outlook express and savior time & payroll system.

**Personal Details:**

Husband Name : Mr. Naveen Sharma  
Date of Birth : 30<sup>th</sup> August. 1981  
Curent Address : H.no.246- 247, 2<sup>nd</sup> Floor, Pkt-8  
Sector-24, Rohini, New Delhi – 110085.  
Language : English & Hindi

**Hobbies:**

- Watching Movies
- Dance choreographer
- Fine Art Expertise

**Personality Profile:**

A few typify my personality a diligent, hardworking and proactive person who loves to take initiative believes strongly in team work and possesses strong will power.  
Flexible and open mind to fit in multicultural environment.

**Declaration: -** I hereby declare and affirm that the above information's given by me are true to the best of my knowledge and belief.

(Sweta Sharma)

Date ..... Place .....