

KARAN SHARMA

RZ-20, Bajaj Enclave, Old Palam Road, Dwarka Sec-15, New Delhi-78

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Profile

Experienced and self-motivated Human Resource Professional with 4 years & 5 months of industry experience including Talent Acquisition, Induction & Onboarding, and Operations, Administering policies & procedures and Payroll processing in the Human Resource Department of the rapidly growing organizations. Adapt in implementing programs & Changes that enhance company positions and lead to success. Knowledge about employment laws & effective organization planning. Bringing forth a proven track record of successfully managing Human Resource efforts & serving as a crucial pillar of support of HR teams & employees.

Educational Qualification

Guru Gobind Singh Indraprastha University

Masters of Business Administration in Human Resource, and Finance with 70%

Dwarka, New Delhi

Graduated, June 2019

Guru Gobind Singh Indraprastha University

Bachelors of Business Administration (General) with 68%

Dwarka, New Delhi,

Graduated, June 2016

Sarvodya Bal Vidyalaya

Higher Secondary Education with Commerce with 67 %

Kakrola, New Delhi

Graduated, May 2013

Spring Meadows Public School

Secondary Education with 6.8 CGPA

Dwarka More, New Delhi

Graduated, May 2011

Internship & Project

SHAREKHAN LTD.

Financial Advisor (8 weeks)

New Delhi, Delhi

- Understanding the importance of "Investment in Share Market & Mutual Funds".
- Identifying Investment's needs & building Positive relationships with customers.
- Opening Demat accounts of the customers.
- Recommending new IPO's to the existing customers.

Employment History

MARG SKILLS PRIVATE LIMITED

(A Unit of MARG Group & SEI CMMI Level 3 Co.)

New Delhi, Delhi

April 2021 - Present

Executive – HR (Generalist)

Key Responsibilities Handled:

RECRUITMENT:-

- Sourcing candidates on Naukari.com from PAN India location as per the requirement getting from the Project Managers & other departments.
- Screening the candidates through a detailed phone call discussion, evaluating candidate's compatibility with the specific job requirement, ensuring a right fit prior to shortlisting.
- Align the next round of interviews with the concerned person on Microsoft Teams, Google Meet, or Face to Face.
- If the candidate has been selected for the required profile, the next step is to negotiate on salary & close the profile within the company's budget & time frame.
- Issuing the offer letter & making sure to get them on board on the given date.

INDUCTION & ON-BOARDING:-

- Collection of documentation of all new hires by a teammate and continued to build files with the HR protocol.
- Cross-check the employee's files by checking application forms, statutory forms & all employee-related documents to finalization of record with no error.
- Post documentation, makes new hires understand the company's policies like leave policies, office timing policies, business attire, & the company's culture, and an office tour in an Induction Program.
- Informed the departments' HOD via email about the SPOC for the necessary arrangements for the new hire to perform the tasks, such as sitting arrangements, assets & system configuration.
- Sending welcome emails to new hires & other details to the concerned department to create their official email id & identity card.
- Assist with the new hire in month-end regarding opening their new bank accounts by our bank agent.
- Conducted training for all employees, supervisors, and managers on processes related to the ESS panel.

OPERATIONS:-

- Preparing Offers Letters, Annexure, and Appointment Letters for a large number of resources every month.
- Issued letters in bulk (up to 90 in a month) by mass mailing.
- Updating Master sheet with all the new joinings, transfers & exits.
- Engaged with the exit formalities of the employees including sharing clearance forms to employees & taking exit interviews, to sum up with a feedback form.
- Preparing full and final settlements & making sure to settle the accounts of the left

- employee within the given time frame.
- Preparing Experience & Reliving Letters & issuing them to ex-staff after their settlement.
- Doing settlements towards PF, Gratuity, and PL Encashment of ex-staff as per company policy.
- Issuing Announcements, Advisory, Warnings, Invitations to everyone via mail.

PAYROLL MANAGEMENT:-

Processing the payroll for approximately **300** employees of 3 companies of Marg Group, uploading the input of same in the system, and validating the same. – **(using HRMS developed by MARG)**

- Collect the monthly attendance from all Centres/locations in an excel sheet by EOM.
- Compiled attendances into three different consolidated attendance sheets.
- Make the changes in the consolidated sheets according to the leave adjustments.
- After finalization, get the sheet approved by the hierarchical authority.
- Post-approval, mark the attendance into payroll software manually and sync the attendance of the HO employees into the software.
- During the preparation of salary, need to add data of new joinings & remove exit employees of the month.
- Register the salary post attendance & generate the salary sheets department-wise and cross-check all the data.
- Get the approval on the salary sheet from the company's director.
- Share all the salary sheets to the Accounts & Finance team to further process & ensure that the salary has been credited into the beneficiary account on the due date.
- Resolve the payroll query of employees by mail, telephonic, and face-to-face discussion.
- Handling software like HRXpert (Payroll Software) and ESS Panel (Leave Mgmt.& PMS Management)
- After payroll processing, prepare the MIS Reports for our record.
 - Successfully created, reviewed & distributed various payroll reports to support financial projections, audits, HR reviews, and compliance issues.

GRIEVANCE HANDLING:-

- Handled queries related to PF withdrawal requests, data updates & KYC pending requests on the EPFO portal.
- Handled queries regarding requests for ESI cards to claim the services of ESIC.
- Received queries from centers for their leave adjustment on different occasions.
- Received queries from left employees regarding their F&F clearance & relieving letters.
- Up-to-date employees about the policies on their requirements for clarification.
- Responded to employee issues and questions promptly.
- Handeled queries based on the ESS panel related to attendance, out duty, leave approvals, and other approvals.

EMPLOYEE ENGAGEMENT & RELATIONS:-

- Coined the concept of Employee Engagement Activities, broadly classified and differentiated it into the following heads: Reward & Recognition, Fun Hour Activity, Zumba (Fitness) Activity, Team Building Activities, and Yoga Session & Activities to build the culture of the organization.
- Employee retention by ensuring a friendly and conducive environment. Providing a patient hearing to employees and making sure that relevant ideas and suggestions from all levels are implemented without much delay.
- Organized Birthday Celebrations, Wedding Anniversary Celebrations, Employees get-together, and major Festival Celebrations in our office terrace area.
- Activities which have been organized once a year such as a Bike/Scooty race for both male & female employees and a Cricket Championship named MPL (Marg Premier League).

STATUTORY COMPLIANCES:-

- Frequently visits on government platforms for the latest notification for minimum wages into PAN India.
- Registration of New Members in EPFO and update their KYC.
- Registration of New Members at ESIC Portal, Updating their family details, Dispensary location, Aadhaar Card & Bank Details.
- The practice of PF withdrawal, Joint declaration/Corrections, online claims & funds transfer.
- Handling salary, wages administration & labor welfare fund.
- Gratuity calculation based on the completion of the required period of the employee.
- Leave Management includes managing casual leave, earned leave, and encashing the earned leaves by entering into the new financial year.

CALANCE SOFTWARE PRIVATE LIMITED

(A SEI CMMI Level 5 Company)

Gurugram, Haryana

January 2020 –March 2021

Executive –HR & Admin

Key Responsibilities Handled:

- Coordination with recruitment team of Calance regarding new hire.
- Assisted in creating documentation for all new hires, and continued to build files following HR protocol.
- Make sure the Induction/onboarding experience of the new employees should be remarkable.
- Maintaining the employee master sheet updating New Joining's, Transfers, and Exits.
- Connect with the bank executive for opening Salary Bank Accounts of the new hire.
- Assisting in creating the F&F statement of the leaving employee and making sure all the exit formality has been done.

- Developed and implemented company policies and codes that supported long-term and short-term goals
- Assisted in updating all benefits information, while extending important knowledge pertaining to benefits to employees.
- Leaves management: ensure the prompt and accurate processing of leaves and generate documentation, data management, file management.
- Processed confirmation of probation of the employees.
- Handling grievances of the employees related to Salary, PF, ESIC, and Income Tax.
- Issuing letters ex. Offer Generation, Appointment Letter, Warning Letter, and Increment Letter as per the company's protocol.
- Vendor Management: Making sure of payments as per the final invoice and coordination for printing new ID Cards for the new hire.
- Processing monthly Reimbursement with prior approvals.
- Handling documentation of the employee's investment declarations for TDS calculations & preparing the report on excel workbook.
- Coordinate with the consultant regarding PF, ESIC, LWF, and Gratuity.
- Make sure all the files & documents at the reception are up to date.
- Handling CATS for attendance of the employees.

MF BUMI GEOTECH PRIVATE LIMITED

(A Company of BUMI Group)

New Delhi, Delhi

August 2018 - January 2020

Executive – Human Resource

Key Responsibilities Handled:

- Worked as a reliable and dedicated team member in the HR department, dedicated to fostering the mission of Bumi Group.
- Handling end-to-end recruitment (Sourcing to On-boarding).
- Coordinating with HOD's for a better understanding of the requirements of recruitment & preparing Job Descriptions for the same.
- Drafting and issuing letters Vij. Offer Letter, Appointment Letter, Transfer letter, and Increment Letter.
- Taking care of joining formalities, induction & Onboarding of new employees.
- Preparing files for new Joining & updating the earlier ones with exits & transfers.
- Reported important days and Festivals to Management for future events.
- Handled documentation work regarding EPF & ESI.
- Developing & administering health & safety programs with the concern of the Fire & Safety Manager.
- Maintaining attendance records of all the employees of the organization.
- Maintaining employee master data including new Joining, Transfers, and Exits.
- Visited different sites of the company for HR audit purposes.

HR Recruiter

Key Responsibilities Handled:

- Worked as an IT Talent sourcer, responsible to manage the whole life cycle of the recruitment for clients.
- Research, identify and qualify candidates for IT positions.
- Worked on various Job portals such as Naukri.com, Shine.com, and LinkedIn including employee referrals to source the best talent who can be shown as a good fit for the open positions provided by the clients.
- Publish & manage job ads on Naukri.com.
- Screening the candidates through a detailed phone call discussion, evaluating candidate's compatibility with the specific job requirement, ensuring a right fit prior to submission to the client.
- Sharing the company profile, job description, company-related articles, and interview details with the candidates through MS Outlook.
- Edit and reformat resumes with the help of MS Word as the client's requirements.
- Scheduling the telephonic/onsite interviews for shortlisted candidates, coordinating between candidates and the hiring manager till the offer is made.
- Negotiating with the candidates on pay rate expectations.
- Maintaining the candidate's database in MS Excel for other possible opportunities in the future.
- Continuous follow-up with candidates for onboarding.

Professional Skills

Microsoft Office	: Intermediate (Outlook, Excel, Word, and PowerPoint).
Communication	: Excellent Communication Skills.
HR Policy and Regulation	: Excellent.
Event Planning	: Excellent
Employment Laws	: Good
Tally ERP 9.0	: Good

Other Qualifications

Prayag Sangeet Samiti <i>Senior Diploma in Vocal (Classic Music)</i>	Prayagraj, Allahabad, <i>Graduated June 2019</i>
Prayag Sangeet Samiti <i>Junior Diploma in Vocal (Classic Music)</i>	Prayagraj, Allahabad, <i>Graduated June 2015</i>

Interest & Hobbies

- Listening Music
- Traveling to the different States of India
- Reading Books

Languages

Hindi : Native

English : Professional and Conversational

Personal Details

Father's Name : Mr. Ram Prakash Sharma

Date of Birth : 22 March 1996

Marital Status : Unmarried

Blood Group : O -ve

Permanent Address : RZ-20, Bajaj Enclave, Old Palam Road,
Dwarka Sec-15, New Delhi - 110078

Date:

Place:

Karan Sharma