

# Urvashi Sharma

**Address** U-9/6,7,8 U-block, DLF Phase 3, Gurugram

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## **Professional Summary**

Looking forward to scope of enhancing my personal skills and gaining maximum knowledge during my tenure to contribute to the growth of the firm I am a part of. I possess 2+ years of experience in Human Resource role handling Talent Acquisition and HR operations.

## **Employment Details**

**Sep. 2019- till date**

**f PEE SAFE (Radcliffe Hygiene Pvt. Ltd.) Gurgaon**

**Sr. Talent Acquisition**

- Reviewing resumes and applications, conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Conducting first round of telephonic interview for the candidates to schedule interviews.
- Conducting employee orientation and facilitating newcomers joining formalities.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee.
- Resolving grievances or queries that any of the employees have.
- Preparing letters such as offer or confirmation and appointment letter.
- Training new or existing employees.
- Maintaining HR records, such as those related to compensation, health and medical insurance.
- Communicating and explaining the organization's HR policies to the employees.
- Maintaining intern's data, offer letter & NDA, stipend etc.
- Maintaining freelancers/ Retainer's database, issuing them agreement and NDA and payments.

**June 2018-July 2019**

**Sky Ways PropTech Associate Pvt. Ltd. Noida**

**HR Manager (Training & Commercial Leasing)**

- Directed all human resources functions including recruitment, hiring, training and employee relations.
- Oversaw employee relations, benefits & compensation, staffing, management development and work force analysis.
- Consistently maintained the highest level of confidentiality.
- Work with the marketing and sales team to devise and implement new strategies for the assigned area
- Prepare lease agreements, revenue collection reports, and other files as required.
- Coordinated with the marketing department and developed strategies to approach target groups through different mediums.
- Met with corporate clients and finalized terms and conditions for various lease agreements.
- Performed all other activities assigned during the course of my job.

**May- 2017 to July-2017**

**BIG BAZAAR (FUTURE GROUP)**

**HR Intern.**

- Human resource assistant collaborated with team of HR professionals, providing administrative support including filing, and posting throughout the retail
- Assisting and coordinating in daily HR activities, including interacting with managers of other departments
- Collecting, scanning, and sorting job applications for candidate and calling deserving candidates for interviews
- Helping in preparing identify cards, log id and passwords of new hires.
- Maintained and updated employee files and company documentation.

## **Education**

**IMED, Bharati Vidyapeeth Deemed University, PUNE.**

Master's in Business Administration with specialization in Human Resource Management

2016-2018

**St. Methodist College, HNGBU. Roorkee.**

Graduation in Bachelor's in Commerce

2011-2014

**Saraswati Vidya Mandir, Roorkee**

Intermediate (Commerce) 70%, CBSE

2011

**Saraswati Vidya Mandir, Roorkee**

High School 76%, CBSE.

2009

## **Additional Skills**

- HR Policy Execution
- Good communication skills
- General Administration
- Organizational Development
- Personnel records maintenance
- Best Practice