

Sushma Sharma

HR generalist profile Area of Expertise

Delhi, Delhi

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I want to work for the organization where I contribute my knowledge and skill to the success and growth of the organization and side by side enhance my knowledge.

Work Experience

H.R Executive

Bathline India Pvt Ltd

September 2015 to Present

professional with almost 4 years of experience in Manpower Planning, Recruitment, employee payrolls, compensation and benefits, performance appraisal and development, HR policies and procedures development and implementation, employee engagement, general administration, statutory compliances etc. handled complete HR generalist profile Area of Expertise: HR activities, Induction, Training, Recruitment, Appraisals, Introducing New Policies, Exit Formalities, Administration , leave management , employment verification , Issuing letter etc

H.R Recruiter

Indraprastha consulting

Handling end to end recruitment

Education

MBA in Human Resources & Finance Management

Punjab technical university

2011 to 2013

Skills / IT Skills

EXCEL (Less than 1 year), MS WORD (Less than 1 year), WORD (Less than 1 year)

Additional Information

Computer Proficiency

● Diploma in Computer Application from Softdot Institute, New Delhi.

- Excel,
- Ms word, s
- Power point, Internet etc.

Date:

Place: (SUSHMA)