

# VANDANA SHARMA

## Human Resource & Administration

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Address: H.No. - 130/28, Subhash Nagar, Rohtak, Haryana-124001



Highly competent Human Resource professional with over 2.5 years of experience in managing and onboarding employees, benefits & payroll and HR records. Reliable, knowledgeable and highly organized team player with excellent communication skills, team building and relationship management.

## WORK EXPERIENCE

### Dec. 2021 to Present: Human Resource

(Pioneer E Solutions, Gurgaon)

#### Roles & Responsibilities:

- Maintained the Human Resource Management System & Employee database.
- Generated EPF & ESIC Challans.
- Planned and conducted new employee orientation
- Identified and managed training and development needs for employees
- Developed and implemented human resources policies and procedures
- Administered HR policies and procedures
- Administered compensation and benefits
- Ensured compensation and benefits are in line with company policies and legislation
- Benchmark compensation and benefits
- Supported annual salary review
- Implemented and monitored performance management system
- Handled employee complaints, grievances and disputes
- Administered employee's discipline processes
- Conducted exit interviews
- Reviewed and updated employee rules and regulations

### Nov. to Dec. 2021: Officer – HR & Operations

(Navjyoti Global Solutions Pvt. Ltd., Gurgaon)

#### Roles & Responsibilities:

- Implemented & managed CSR – livelihood program
- Implemented & managed CSR Skill development program under PMKVY, SIPDA.
- Provided overall HR support
- Overall management of incoming job applications. Maintaining data base
- Dealt with process of Screening, Joining and Exit formalities, Background Verification (BGV), Orientation & Induction.

## SKILLS

Communication skills

Ethics

Negotiations Skills

Organizational Skills

Technical Skills

Counseling Skills

Interpersonal Skills

Cultural awareness and sensitivity

HR Reporting skills

Technology Oriented

HRM knowledge & expertise

HR strategy creation & execution

Administrative expert

Being analytical & data-driven

Basic knowledge of hiring portal

## CERTIFICATION

SCPwD Certified Trainer

## SOFTWARE

Microsoft Excel

FACTS Tool

HRMS

**July, 2019 to Oct. 2021: HR Executive**

**(Navjyoti Global Solutions Pvt. Ltd., Gurgaon)**

**Roles & Responsibilities:**

- Conducted Trainer the Trainer program under the SSC NASSCOM in IT/ITeS sector
- Hired and retained talent for the organization at the right cost
- Organized important events of the organization
- Maintained employee birthdays and organized important event dates.
- Conducted exit interviews with outgoing employees.
- Counseled employees who are stressed.
- Overseen the termination process of an employee.

**July, 2016 to July, 2017: Technical Support – Defense**

**(LPS Bossard Pvt. Ltd., Rohtak)**

**Roles & Responsibilities:**

- Overseen the termination process of an employee.
- Communicated closely with client and management.
- Ensured alignment and support tracking related to the process area.
- Ensured end-to-end processing within the specified TAT.
- Worked on FACTS tool.

**EDUCATION**

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2017 to 2019: Master of Business Administration (HR)

(I.M.S.A.R., M.D University, Rohtak)

2012 to 2016: B.tech (Computer Science Engineering)

(U.I.E.T, M.D. University, Rohtak)

2012 passed: Senior Secondary School, CBSE

(S.R.S. Sr. Sec. School, Rohtak)

2010 passed: Secondary School, CBSE

(S.R.S. Sr. Sec. School, Rohtak)

**DECLARATION**

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I, hereby declare that the details mentioned above are correct to the best of my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

**Date:**

**Place: Gurgaon, India**

**LANGUAGES KNOWN**

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English

Hindi

Indian Sign Language

**PERSONAL DETAILS**

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Name: Vandana Sharma

Father's Name: Mr. RamKrishan Sharma

Date of Birth: 3rd August, 1994

Marital Status: Unmarried

Nationality: Indian

Current Job Location: Gurgaon

**VANDANA SHARMA**

**(Signature)**