

Gitanajali Sharma

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An MBA HR Graduate with nearly a Year of experience in handling recruitment, working on different job portals, organising events, employee engagement, onboarding, performance management and maintaining HR records. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

Professional Experience



MindIT Systems – HR Executive (August 2019- present)

- Plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Handling the first phase of recruitment cycle by screening and selecting profiles thorough different job portals.
- Taking telephonic interviews and scheduling face to face interviews and further rounds.
- Completing documentation, joining formalities and direct all induction, orientation and training procedures for new employees.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Enhancing employee engagement by regularly meet with employees for progress reviews and assessments, discussing any problems or grievances.
- Planning and organising events as per the occasions in the organization.

Internships

Policy bazaar Insurance - HR Intern (June – July 2018)

- Performed all the recruitment functions such as searching profiles from job portals, screening and shortlisting the candidate's profile by using keywords.
- Taking interviews of candidates on call.
- Performed generalist functions such as induction, on-boarding, orientation, joining formalities, documentation etc. under the guidance of the HR Manager.
- Assisted the management in preparing documentation of the new joiners.

Certifications

- Certificate of "Building High Performance Corporate Culture" course from Udemy.
- Certificate of "Basic Accounting Skills for Business Owners" course from Udemy.

Conference Publications

- Sharma, Gitanjali., Sehgal, Rahul & Jain, Surbhi. (2019, February). Digital Marketing: Trends and Innovations. Paper presented in National Conference “Mckinsey 7s Model” at Tecnia Institute of Advanced Studies and Published in Journal.

Extra-Curricular Activities

- Presented research paper in National Conference 2019 "Mckinsey 7s Model" held at Tecnia Institute of Advanced Studies.
- Attended National Finance Seminar on Investment Risk Its Mitigation and Management- held at Gitarattan International business school.
- Attended National HR Seminar on Training and Development for Future HR Leaders- held at Gitarattan International Business School
- Participated in NSS activities in graduation
- Participated in wall art competition and represent school at zonal level and secured first position.
- Participated in sports activities in school at zonal level and secured positions.

Education Qualification

<u>Master of Business Administration</u>	2017- 2019
Gitarattan International Business School, Delhi (Affiliated to GGSIPU, Delhi)	
Specialization: Major- HR, Minor- Finance, Percentage: 74%	
<u>Bachelor of Commerce (prog.)</u>	2014- 2017
Shyama Prasad Mukherji college for Womens (Delhi University)	
Percentage: 70%	
<u>Higher Secondary</u>	2014
Skv Secondary School, CBSE, Delhi	
Percentage: 75%	
<u>Matriculation</u>	2012
Skv Secondary School, CBSE, Delhi	
Percentage: 70%	

Personal Dossier

Name - Gitanajali Sharma

Gender - Female

Date of Birth - October 21, 1996

Contact Number - +91 9654317030

Email - sharmagitanjali46@gmail.com

Marital Status - Unmarried

Permanent Address - Rz 38/A Vijay Enclave, Dabri, Palam Road, New Delhi-110045

Hobbies – Art and Craft, Reading, Dancing and Indulging my love for seeing new places

Computer Skills - MS Word, MS Excel

Languages - Reading, Speaking, and Writing proficiency in Hindi and English

References - Available on request

I hereby declare that the above furnished information is true to the best of my knowledge and belief

Date - June 22, 2020

Place: New Delhi

Signature

Gitanajali Sharma

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