SNEHA SHARMA

New Ashok Nagar

House No.E 374 near kapil Nagar Dairy

vasundhara Enclave New Delhi 110098

Contact No.-7011365154

Email: Rimee.sharma18@gmail.com

**Career Objective:**

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people and position in a challenging environment .

**Academic Profile:**

* B.E from BM GROUP OF TECHNOLOGY , INDORE in 2015 an autonomous

Institution under the university of RGPV, BHOPAL with 7.27(CGPA)

* 12th from ST.COLUMBA College, HAZARIBAGH, JHARKHAND in 2011with 47%
* 10th from SARASWATI SHISHU VIDHYA MANDIR school, HAZARIBAGH,

JHARKHAND in 2009, with 73%

**Professional Skill:**

* Programming Languages: C,C++,PHP.
* Web designing: HTML
* Linux ,Unix, Basic Networking, PowerPoint ,MS –Excel, MS-Word
* **HR SKILLS:**

Employee’s Provident Fund(EPF),Employee’s state Insurance(ESI),Payment of Bonus,Payment of Gratuity,payroll processing,Tax planning for salaried Emp.,Recruitment(workforce recruitment and advertisement media Recruitments instruments,applicant Administration,Applicant Selection,Applicant Data,Transferring of Applicant Data to personal administration).

**Work Experience**

* Working in **Prerna Groups** asAsst. Team Leader (Recruitment)(August-2021-till)

**Job Responsibility**

**Recruitment (Sourcing,Screening,Joining through naukri,Quikr,freshersworld)**

**Team handling,client vendor and supervisor’s coordination, Internal Hiring.**

* Two year working experience in **Swift Lubricants Pvt Ltd** As a **HR Generalist.**

(June 2018- September 2020)

**Job Responsibility**:

**Onboarding, Exit Formalities, Recruitment(sourcing ,screening through naukri portal,line-up,joining ), Employee engagement ,maintain internal tracker database and office management, Events(birthday celebration,Diwali celebration,Christmas etc),Attendance, salary-payroll, leave management, policies, co-ordinate with sales Team.**

* One year working experience in **East Alpha Alliance Technology Pvt Ltd** as **HR.**

( Feb2017- March 2018)

**Job Responsibility**:

**Onboarding, Exit Formalities, Recruitment(sourcing ,screening through naukri portal,line-up,joining )maintain internal tracker database and office management, Events (birthday celebration,Diwali celebration,Christmas etc),Attendance, salary-payroll, leave management, policies, co-ordinate with sales Team, Meeting with clients.**

* Three Month **INTERNSHIP** from **SLA Consultant** in **Employee’s Provident Fund(EPF),Employee’s state Insurance(ESI),Payment of Bonus,Payment of Gratuity,payroll processing,Tax planning for salaried Emp.,Recruitment(workforce recruitment and advertisement media Recruitments instruments,applicant Administration,Applicant Selection,Applicant Data,Transferring of Applicant Data to personal administration).**

**In the beginning of my career:**

* Experience as a Network Engineer in **Hitachi- Payments Service** **(Gurgaon)** and **Eikon Technology (Bangalore),**(August 2015- Feb-2017)

**Program attended:**

* Completed PHP, course from tops technologies Institute.
* Personality development program.
* Aptitude and Analytical Skills Program.
* Attended national conference “SHODH SAMAGAM”2013 in BM COLLEGE
* INTERNSHIP in HR GENERALIST

**Project Profile:**

**Academic Project:**

**“HUMAN RESOURCE MANAGEMENT SYSTEM”**

Operating System : WINDOWS 2000/XAMPP/WAMP

Framework: DREAMWEAVER

Language : PHP

Backend: SQL SERVER

***Description:*** The human resource is a way of classifying skills that is useful in matching resource requirements to particular people when developing the human resource plan for a project the human resource plan contains for each human resource category ,information such as: the number of staff required, costing information and assumptions ,when the staff are needed and for how long, any special skills required over and above those that people in the category would normally be expected to have, as well as the required level of proficiency

And the relative importance of these skills.

**Activities/achievements:**

* Awarded 2nd prize in technical quiz competition
* Awarded 2nd prize in singing competition
* Awarded 2nd prize in debate competition
* Achieve certificate in poster competition

**Personal Skills:**

\* Excellent team player

\* Hard worker and positive attitude

\* Strong will power and determination

\* Ability to take challenging roles

**Personal Profile:**

Name : Sneha Sharma

Father’s Name : Chandra Shekhar Sharma

Occupation : Private worker

Mother’s Name : Shikha Rani

Occupation : Government Teacher

Date of Birth : 17-10-1994

Hobbies : Singing,Painting,making craft

Languages Known : Hindi and English

**Self Appraisal:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place:** Delhi (SNEHA SHARMA)