

Vanita Sharma

Contact No.: +91-9929047002

Career Objective

To obtain a position as a Manager of Human Resources that will utilize my experience, knowledge and skills to fulfill the needs, goals, vision and mission of the company.

An experience (Human Resource-HR & Industrial Management) of 8 years in HR specially in Recruitments, Training, staffing and Head hunting. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience

Career Profile

- Enthusiastic, results oriented HR professional with extensive experience in planning and directing all areas of Human Resources that includes but is not limited to: benefits, compensation, employment law, employee relations, on-boarding, payroll, performance management, policy & procedures, recruitment, safety, supervision & training.
- Strategic HR partner executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization utilizing attentiveness, trust, and respect.

Career Summary

- A company oriented professional with experience in recruiting, staffing, retrenching people possesses 3 years experience as HR ad min.
- Efficient in interviewing and assessing the people.
- Proficient in giving valuable decision and taking the feedback from the employees.
- Expert in taking the order from the seniors and giving the valuable suggestions.

Personal Qualities

- Remarkable analytical and logical skills.
- Innovative in assessing the qualities of people.
- Efficient in communicating well in written and verbal both.
- The ability to motivate people.

Key Responsibilities Handled

- Analyzing the requirement of organization.
- Analyze the quality people and contact them through phone, Email.
- Maintain the existing employees and take the feedback from them.
- Assist the accounts department for making the salaries of employees.
- Make the coordination with various departments.
- Present the suggestions for the seniors of employees and implement their order.
- Interpreting policies and procedures to ensure agency vision, mission and goals are achieved.
- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- Counseling and mentoring employees and Management team to provide impartial determination to employee issues and to seek an effective resolution.
- Responsible for monthly bills, vendor negotiation, assist employees with benefit changes, yearly open enrollment.
- Working closely with the insurance company for Workers Compensation and Disability and sick/injured employee to facilitate their return to work to lower cost to company.
- Understanding client requirements and deciding on the recruitment strategy.

Computer knowledge/Technical Skills

- Expert in basic use of computer
- Internet savvy

Operating System: Windows98, 2000, 2003 Server, Windows XP & Windows 7.

Tools: MS Office, Word, Excel, Power Point and Outlook.& OWN SERVERS

E-Mailing tools: MS Outlook, Windows Outlook, Yahoo and Google.

Achievements

- Effectively supported Systems Development Division of 8,000 employees.
- Provided outstanding Executive Recruiting and Management services by developing search specifications, launching numerous sourcing strategies to fill positions, and providing weekly status and activity reports to clients.
- **Won 'Best Employee' award** (ICICI BANK SHREE JI TOWER MAIN BRABCH).
- **Won 'Best Target Achiever' award** (Bharat Hotels Ltd (THE LALIT ,JAIPUR)).

Employers

- Working in “IIFL SECURITIES” as BRANCH COORDINATOR from 4th March 2020 till date.
- Worked in “The Lalit” (5 Star Hotel) from 01st September 2018 to 28th February 2020.
- Worked as H.R. IN GRAMIN INDIA company (Solar Company)
- Worked as HR IN ZARI.
- Worked as HR U-Clix Infra Company (Internet Service Provider Co.).
- Worked as HR ICICI BANK (Direct Bank) (REGIONAL CHANNEL MARKETING OFFICER) - Best Employee Awarded.
- Worked as Xperts (DSA Kotak Mahindra Bank) BACK OFFICE OPERATOR.
- Worked as BRANCH CO-ORDINATOR (Shubham DSA ICICI bank) .

Professional Skills

Full Recruitment Cycle

Training and development

Team Player

Relationship Management

Personal Details

Name : Vanita Sharma

Qualification : Graduate

Date Of Birth : 26/Aug/1976

Father Name : Sh. Krishan Kumar Sharma

Languages Known : Hindi, English, Punjabi

Address : B-61, VIGYAAN NAGAR, JAGATPURA, JAIPUR-302025

Vanita Sharma

Date: 09/12/2022

City : Jaipur