

NIBHA SHARMA

E- mail: Nibhasharma81@gmail.com

Mob: +91-9999467734, 7065705234

CAREER OBJECTIVE

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth.

PROFILE SUMMARY

- ❖ A customer oriented, multitasking with MBA degree in HR and OPERATIONS.
- ❖ Internship in HR Policies, Placements and recruitment in VLCC Institute of Beauty & Nutrition.
- ❖ Expert in understanding the business requirement.
- ❖ Excellent in identify the need of organization.
- ❖ Proficient in coordinating with the people.
- ❖ Expert in taking the order from the seniors and giving the valuable suggestions.
- ❖ Able to motivate and negotiate the people.
- ❖ Good Interpersonal Skills, Committed, Result Oriented, Quick learner with self-motivation to learn New Skills.

EDUCATIONAL QUALIFICATION

- ❖ M.B.A in HR and OPERATION from Gautam Buddha University in 2017.
- ❖ B.SC from Delhi University in 2015.
- ❖ 12th from C.B.S.E Board in 2010.
- ❖ 10th from C.B.S.E Board with 2008.

JOB TITILE

- ❖ Working as an **HR PAYROLL EXECUTIVE** with **KANTHWAL SERVICES**.

JOB DESCRIPTION

- ❖ Wages Calculation, Leave Management, Tax Deduction.
- ❖ Experience of employee engagement. Manage the employee data changes.
- ❖ Handling More than 400 Employees. During the project of Vedanta.
- ❖ Maintain documents of employees.
- ❖ Overtime Calculation. Salary calculation.
- ❖ Manage the attendance record inputting and calculation.

EXPERIENCE

- ❖ Having 1 Year Experience as an HR Payroll Executive with Kanthwal Services. Handling payroll work.
- ❖ Kanthwal Services is 14 Years old Manpower management Firm. It deals with Siemens, Matix Fertilizer.

TECH SKILL SET

- ❖ Operating System : Microsoft Windows XP/7/8/10
- ❖ Tool : MS-Office, Internet and E-mail operations

PERSONAL SKILLS

- ❖ Teamwork Skills
- ❖ Problem Solving Skills
- ❖ Ability to work in team as well as individual
- ❖ Listening and Learning Skills
- ❖ Positive thinking, Sincere and adaptability

EXTRA CURRICULAR ACTIVITIES

- ❖ Participated in Rangoli and Quiz competition in my college

HOBBIES

- ❖ Travelling and reading
- ❖ Listening to Music

PERSONAL INFORMATION

Permanent Address : B-72/2 Jawaher Park near Shalimar garden, 201005
Language known : English, Hindi
Father Name : Mr. Sarovar Sharma
Mother Name : Mrs. Abha Sharma
Date of Birth : 15th July 1991
Nationality : Indian