

# **ARTI SHARMA**

MS – 09, 404, Kendriya Vihar  
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## **CAREER OBJECTIVE**

To be integrated with an Innovative, Learning & Growth oriented Organization and to excel as an HR Professional by conceptualizing and implementing the best HR Practices and developmental activities thereby enabling the organization to achieve its goal and enriching my knowledge and career growth.

## **PROFESSIONAL PROFILE**

MBA, HR Manager with 11 years of Experience in Talent Acquisition. Recruitment and Hiring, Employee Engagement, HR Business Partnering, HR Operations, HR MIS, Performance Management, HR Operations, Reward & Recognition etc.

## **EDUCATIONAL QUALIFICATION**

- ✓ **2004 – Post Graduate Diploma in Business Management with major in Human Resources** from Symbiosis Centre for Distance Learning (SCDL), Pune Maharashtra.
- ✓ **1999 - B.Com, University Of Delhi.**

## **WORK EXPERIENCE SUMMARY**

### **Current Employer**

**Company:** Model Economic Township Limited (100% Subsidiary company of Reliance Industries)  
**Industry-** Real Estate & Infrastructure and Industrial Township.  
**Location -** Gurgaon  
**Designation:** Dy. Manager- HR  
**Period:** February 2007 to Present  
**CTC -** 6.12 Lacs P.A.

## **ROLES AND RESPONSIBILITIES**

### **Recruitment & Hiring**

- ✓ Develop and update job descriptions and job specifications in consultation with HoDs.
- ✓ Searching of CVs from Job Portals, Follow up with Recruitment Agencies.
- ✓ Screening of CVs and short-listing of candidates after matching their profile with the requirements.
- ✓ Preparing the Salary Offer, Negotiation with the candidate.
- ✓ Sending them for pre-employment medical checkup and ensuring timely & smooth joining by successfully completing the pre-joining formalities.
- ✓ Screen candidates resumes and job applications
- ✓ Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- ✓ Reference and Background Checks.

- ✓ Onboard new employees in order to become fully integrated
- ✓ Act as a point of contact and build influential candidate relationships during the selection process
- ✓ Coordinating interviews with the hiring managers
- ✓ Following up on the interview process status
- ✓ Completing timely reports on employment activity
- ✓ Conducting exit interviews on terminating employees
- ✓ Preparation of New joiners list for Personal Accident & Medicare Policy Empanelment.

### **Employee Engagement & Benefits**

- ✓ Preparing employee engagement activity calendar and executing the activities (Monthly birthdays, Cultural activities, Painting competition, Reliance Day, Woman's day, festival celebration, Annual Day etc) as per calendar.
- ✓ Communicate and reinforce the company's culture to ensure a high level of employee engagement.
- ✓ Creates lasting professional relationships with employees of all levels and aspects of the company, cultivating mutual trust and respect.
- ✓ Manages scheduling, tracking, and communications around internal learning/social/engagement events including celebrations, town halls.
- ✓ Enters and maintains data on employees and events.
- ✓ Maintains engagement documentation and processes.
- ✓ Assists in the handling of budgets and expenses for small- and large- scale initiatives.
- ✓ Looking after the health insurance facilities of employees and to ensure that all the management staff are covered under the Annual Hospitalization Insurance Scheme.
- ✓ To perform a buddy support role for new recruits to the Group. Engaging with them on a regular basis during their first days, weeks and months with the Organisation and acting on any areas of concern.
- ✓ Support and maintain the employee engagement programs and initiatives.
- ✓ Creates collateral for and facilitates New Hire Orientation.
- ✓ Designs/produces display boards for events/training for the property.
- ✓ Creation of internal communication process via various media including pre-shift communications, posters, videotapes, display boards and any other areas deemed necessary.
- ✓ Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, regular email bulletin.
- ✓ To develop new and innovative ways to engage with employees including seeking and acting on their feedback to identify the most effective methods

### **Employee Database Management & Payroll**

- ✓ Monitoring payroll and designing CTC with break-up of Gross salary.
- ✓ Processing Employee PF, Pension, Mediclaim, Corporate Salary A/C & other important employment registration forms.
- ✓ Maintaining the database of the employees with the aid of Oracle-ERP and looking after various aspects like due date for confirmation, retirement, long-service award, renewal of contract for advisors, retainers Payroll, Time Management, Benefits, Variables, etc.
- ✓ Managing HR Backend process like maintenance of employee database, employee records, muster (EC No.) creation in ERP.
- ✓ Conduct exit interview to identify reasons for employee resignation. Analyze & update the reports using the exit interview feedback forms and suggest the changes for improvement.
- ✓ Monitoring relieving procedures and settlement considering exit interview forms, No dues certificate etc.

## **Compensation & Performance Management**

- ✓ Salary Fixation of the shortlisted candidates.
- ✓ Regular updation of the Promotion Cases & designing CTC Slabs across all levels.
- ✓ Centrally coordinating the whole cycle of Performance Appraisal.
- ✓ Imparting training to all the units related to the process of self –appraisal, role of appraiser & reviewer in the entire appraisal exercise in ERP.

## **Previous Employments**

**Company:** Zest Systems Pvt. Ltd (Business Partners for Dell & HP)

**Industry-** Dealers for providing corporate & end customer IT products & solutions.

**Location** - New Delhi

**Designation:** Sr. Executive - HR

**Period:** May 2006- February 2007

**Company:** Semantic Information Technologies Limited (Business Partners for Dell & HP)

**Industry-** Dealers for providing corporate & end customer IT products & solutions.

**Location** - New Delhi

**Designation:** Executive -- HR

**Period:** February 2005- April 2006

**Company:** Kangaroo Studies Pvt. Limited (Visa & Education Counselling)

**Industry-** Visa & Education Counselling

**Location** - New Delhi

**Designation:** Education Counsellor

**Period:** December 2000 – March 2003

## **IT SKILLS**

MS Office, Knowledge in Oracle - ERP & Human Resource Management System (SAP-HR & MM Module).

## **PERSONAL DETAILS**

Date of Birth : October 12, 1978

Marital Status : Single

Languages Known : English, Hindi