

Leela Sharma

A – 592, Sector – 09, New Vijay Nagar, Ghaziabad, U.P. - 201301

Tel: 9643114737

Email: sharmaleela012@gmail.com

Total Experience 01 Year

Career Objectives:

To be excel in the field of Human Resources as a sincere, Smart Worker and diligent worker so that my skills be experienced to the benefit of the team and organization. And I am looking out to work with a progressive, professionally managed organization in a competitive and rewarding environment.

Brief Overview:

- Handling Complete recruitment for the company.
- Documentation related to Recruitment, Hiring, maintaining recruitment tracker.
- Fetching attendance data from the application and compiling and sharing the details with the payroll team.
- Handling Employee Induction on the day of joining.
- Keen technical design and problem solving skills and highly process oriented.
- Hugely self-motivated and ability to work with and motivate others.

Professional Certification:

- Post Graduate Diploma in Human Resources from SCDL

Educational Qualification:

- B. Com from Delhi University

Job description:

Company: **Data Resolve Technology** - Working since February 2018 as Executive – Human Resources.

Personal Details:

Full Name	:	Leela Sharma
Father's Name	:	Lt. Shri Gajadhar Sharma
Date of Birth	:	14 th December, 1994
Marital Status	:	Single
Hobby	:	Driving