

- Objective -

I want to work for an organization where I can enhance my knowledge and skills which will help me to contribute my capabilities towards the growth of the organization.

Career summary -

A company oriented professional with experience in recruiting people possesses 3 Years experience as HR Executive.

Efficient in interviewing and assessing the people.

Expert in recruiting the people according to the company policy.

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.

Core Competencies -

Innovative in assessing the qualities of people.

Efficient in communicating well in written and verbal both.

Good interpersonal skills.

Able to motivate the people.

Efficient Management skills.

Employee Relations.

M.I.S Reports.

Attendance & Leave Management.

Current Employer-

Company Name	MS Softech Pvt Ltd
Time Period	July 2016 to till now
Designation	HR Generalist

- Handle end-to-end recruitment life cycle from sourcing, screening, target-hunting & recruiting candidates.
- Conduct phone screens & initial in-person Interviews.
- Track & Fill open positions in the least possible time.
- Handle joining formalities/On boarding formalities.
- Managing Employee Engagement Activities and General Admin assignments
- Grievance handling.
- Maintaining database, Generating Employee codes
- Maintaining all HR Registers, Inspection Book, Files.
- Making policies and procedures and implement into internal organization.
- Complete Payroll Processing, Salary Designing, Attendance, Leave Management of Staff.
- Performance appraisal and sending confirmations letters to employees.

Company Name	Agnicient Technologies Pvt Ltd.
Time Period	April 2015 to March 2016

Company Profile – Agnicient Technologies pvt ltd is an IT Service provider firm. We offer wide array of services that include Website development, Maintenance, Internet marketing, etc which have positive contribution towards the society. Mobile applications is one of our growing activities. It's an IT Professional services that provides global solutions delivery in the areas of E- Business, Web application development and also having government projects like SSDG, PMWIS and DGCA.

Agnicient also provides Cloud computing services, mobile application services, custom application development and web development.

Clients – Team Indus .Amdocs, Sky software, Spanco etc.

Designation – HR Executive

Key Responsibilities handled :

1) Identify the requirement of the internal organization.
1) Coordination with Technical Panel and understanding their requirements, defining job posting.
2) Advertising vacancies, Resourcing, screening and short listing resume through various job portals or else internal reference.
3) Short listing the resume based on desired skills and experience.
4) Preparing offer letter, Appointment letter and completing joining formalities and documentation process.
5) Induction process of new employees, assigning work station and official credentials.
6) Tracking Attendance, Maintaining leave Records etc.
7) Grievance handling & Bank account opening.
8) Maintaining employees personal files and records.
9) Preparation of full and final settlement generation of experience letters, relieving letters.
10) Preparing Salary processing sheet (payroll process ESI, PF) etc.
11) Keeping track of confirmation, Confirmation and appraisal letters.
12) Preparing various like offer letter, appointment letter, confirmation letter, warning letter, termination letter etc.
13) Sending Morning mail and Birthday mails.

Previous Employer-

Company Name	VBM Technologies Pvt Ltd
Time Period	January 2014 to March 2015

Company Description – VBM Technologies was founded in 2013 & It's India's leading IT Service provider firm delivers technical workshop on different platform on Linux, Ethical Hacking, Robotics and Networking. VBM Technologies is The First Choice for the students who want to get top quality education in the field of IT industry and over the last two years we have become India's leading Linux, Ethical Hacking Training, and Solutions Provider which is being led by an extremely dedicated and professional team of highly experienced certified Engineers in their respective domains.

Designation -- HR Executive Cum Recruiter

Key Responsibilities handled -

1. Recruitment & Selection Procedure—

- Responsible in entire recruitment process by analyzing the requirement of organization & screening of candidates by taking telephonic interview round.
- Online using job portals like—shine, times etc, for the purpose of fetching the candidate's information. Analyze the quality people and contact them through phone, Email.
- Recruit the people and perform various recruitment steps. Maintain the existing employees and take the feedback from them.
- Responsible for handling Initial Round of Interview of employees.
- Induction & joining formalities.
- Preparing the offer letter & Appointment letters for the selected candidates.

2. Time Office functions—

- Day to day Attendance checking.
- Maintaining Leave records of On roll Employees.
- Checking & Maintaining of late coming reports,
- Absenteeism Reports of On-Roll Employees etc. Approved Leaves.

3. Grievance Handling —

- Handled employees query related to salary & other issues with the management and provide the valuable feedback to the employees on time.
- Maintain the healthy relationship with the employees.

4. Salary Process—

- Responsible for handling Salary process.
- Timely distribution of salary of the Employees.
- Full and final settlement of the Employees.

5. Performance Management / Appraisals—

- Check out the performance level of employees & discuss their performance with the management. Distributing and documentation of annual appraisal letters in personal files of employees.

6. Other HR Activities---

- Assist HR Head in implementation of the organization's HR Processes. Personal File Management.
- Providing MIS reports with analysis to the top management on Recruitment Status & late coming reports, Absenteeism
- Providing Induction the new joiners, over view the organization structure.
- Verify documents at the time of joining.
- Keeping update records of the employees.
- Send Warning letters & Termination letters for the concern staff.

Academic Qualification -

- M.B.A with the specialization of (HR AND IT) From Meerut institute of technology in 2013 with 70.60%.
- B.C.A From Beacon institute of technology in 2011 with 72.40%.
- Passed Higher Secondary from Shaheed Mangal pandey Inter College in 2008 with 64.60%.
- Passed High school from Shaheed Mangal Pandey Inter College in 2006 with 66.70%.

Computer Skills -

MS Office (Excel, Power Point)
Internet Survey

Key skills -

Target Oriented
Good Written and verbal communication skills
Can manage multiple tasks.
Quick Learner.

Personal Dossier

Sex : Female
Date of Birth : 3rd August 1992
Fathers name : Shri. Ashok Kumar Sharma
Language I know : Engilsh, Hindi

I here by declare that the information furnished above is true to the best of knowledge.

Date :
Place : Noida (U.P)

(VANDANA SHARMA)