

Meenakshi Sharma

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Career Objective

I am enthusiastic to work in an organization where the job is challenging and innovative. I am seeking a position to utilize my skills and abilities and to offer me professional growth while contributing to the growth of a reputed organization.

Profile Summary

Human Resource professional with progressive hands on experience of more than 7 years Expertise in recruiting, screening, interviewing, hiring and developing, executive, management, production, technical and administrative staff. Extensive experience in dealing with candidates from all over the globe.

Expertise in working on various job portals such as Monster,Naukri,Indeed,Gulf Talent,Rig zone,oil and gas job search,Oil Careers,Linkedin Recruiter account etc

Currently working with HISP India as HR and Admin Officer.

Hard working, committed and sincere. Good communication skills. Innovative and resourceful. Lifelong learner.

Areas of Expertise

HR and Administrative work, Employee Relations, Building and Leading Teams, Staff Planning and Recruitment. Oil and Gas Sector, Marine Sector, Power Sector, IT Department Hiring (In house Recruitment), Hospitality Industry and Academia. Expertise in recruiting, screening, interviewing, hiring and developing, executive, management, production, technical and administrative staff.

Professional Experience

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| Company | : | HISP India Group |
| Period | : | 14 th December 2017 to till date |
| Position | : | HR and Admin Officer |

Responsibilities

Responsible for Salary Negotiations, discussing offer and rolling out the offers.

- Responsible for keeping a track of new joiners and facilitate for the on board induction Program.
- Responsible for Entry & exit formalities.

- Taking care of Full & final settlements and keeping the record.
Preparation of Relieving & Experience Letter.
- Completely involved in the employee engagement activities.
- Highly involved in preparing salary & taking care of timely disbursement.
Maintaining monthly attendance Sheet and leave records.
- Updating the database regarding the leaves record & attendance
- Involved in all the admin activities such as preparation of ID-Cards , Visiting Cards
Sending B'Day, anniversary, Joining Anniversary mails, Booking tickets for the internal staff for travel to client place.
- Monitoring the utilization of petty cash , office utilities and inventory.
- Assisting the accounts team for Bank related activities.
- Project Financing : Maintaining the record of all the financial transactions of ongoing / Completed projects.
- Involved in releasing invoices for vendors/ consultants.
- Doing monthly Timesheet analysis
- Completely involved in Attendance management and General Administration.

Company : Fuschia Careers Private Limited (Recruitment firm)
 Period : 1st June 2011 – 13th December 2017
 Position : Senior HR Executive

Responsibilities

- Handling end to end recruitment from sourcing, searching, screening to recruiting the candidates. Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new or existing departments.
- Organizing/co-coordinating for interviews, collecting appropriate feedback.
- Analyzing and understanding various requirements according to the specifications provided by the client in terms of competencies, job related skills, human behaviour, personality, qualifications etc.
- Creating/updating job descriptions, creating/updating candidate trackers, running recruitment summaries, managing the applicant database, arranging and conducting interviews.
- Frequent follow up with the candidate till on boarding.
- Candidate Interaction, personal/telephonic interaction, screening, organizing client interview & collecting candidate feedback after the interview.
- Preparation of MIS Reports
- Ensuring the complete follow up with the prospective candidates till their joining a certain organization.
- Maintaining a healthy professional relationship with candidates in order to maintain a good pipeline.
- Hiring Talent for international markets specifically for South East Asia and the Middle East.
- Ensuring appropriate scheduling and interviewing of candidates.
- Creating a backup database of qualified candidates in advance.

- Maintaining a systematic and comprehensive database of all candidates on company's internal server.
- Preparing weekly and monthly reports on recruitment.
- Mentoring new joiners.
- MIS preparation.
- Time Office Management: Handling attendance and leave records.
- Management of office equipment, Managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.
- Handling petty cash.

Clients Handled

- ADNOC Group (ADCO, GASCO, ZADCO, TAKREER, ADGAS, ADMA)
- Petronas Malaysia
- Petroleum Institute
- Cairn Energy
- IRSHAD, ESNAAD, Sea Truck, NPCC
- RASGAS Qatar, CNPC
- DEWA (Dubai Electricity & Water Authority)
- FTA, RTA
- TAQA
- QATAR Petroleum
- Oman LNG

Position Handled:

Expert, Principal, Senior, Junior level : Mechanical Engineer, Instrument & Control Engineer, Electrical Engineer, Process Engineer, Inspection Engineer, QA /QC engineer, Contract discipline, Reliability Engineer, Reservoir Engineer, G & G, Drilling Engineer, Production Engineer, Civil and Structural Engineer, HR Manager, Professors, Senior Accountant, Risk Manager, Project Manager, Specialist Distribution Planning, Specialist Transmission Planning, Financial Advisor, Project Manager, Investment Analyst, Corporate Governance etc.

Technical Skills

- Microsoft Office
- Candidate Database Software
- Online Recruiter Portals on several Job Sites

Personal Skills

- Able to work efficiently under pressure.
- Quickly adapt to new environments.
- Dynamic and self motivated.
- Enthusiastic and open to constructive criticism.
- Team player as well as an individual performer.

Education

- MBA - HR, Sikkim Manipal University
- BBA, Mangalmai Institute of Engineering and Technology (Greater Noida)
- XII, C.B.S.E (Modern School)

Personal Details

- Gender : Female
- Age : 27
- Linguistic Ability : English & Hindi
- Address : Sector 12, Noida