

Shubhi Sharma

HR-Generalist

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PROFILE SUMMARY

- **HR Generalist with 1 year experience** in Payroll Processing, Onboarding and Induction and Administration Management in Electronics Industry.
- Also coordinated in process of Recruitment, Performance Management and Training & Development
- Effective Communicator with strong interpersonal skills
- Ability of being multitasked and working effectively by managing company resources and utilizing my skills to achieve overall organizational goals and sustain continuous success.
- Successful record of in time completion of work with least possible errors.

KEY SKILLS

- Payroll Processing
- Coordinated recruitment process along with experience in Campus Selection Process for Bulk Hiring
- Induction and Onboarding
- Training and Development of Employees by identifying the needs of training and managing the training records for audit purpose.
- Part of Employee Engagement process by coordinating the process of Performance appraisal for annual increments.
- Filing and Documentation
- Employee Welfare Programmes and Housekeeping Management

CURRENT JOB RESPONSIBILITIES

Recruitment and Selection

- ✓ Candidate sourcing by extensively using the Resume Scanning as received through Referrals or as CVs received at company's official website, representing company at Job Career Fairs, and also conducting mass recruitment through campus selection.
- ✓ Coordinating with line managers for Manpower Requisition process.
- ✓ Interview scheduling coordinating the written test.
- ✓ Conducting Preliminary Interviews/Screening of candidates both in person and over the phone.

Induction & Onboarding

- ✓ Orientation of the new joiners through introduction with employees/colleagues, facilitation and informing the policies, rules & regulations, leaves and work culture of the company.
- ✓ Introduction with concerned department to make them aware about actual work and procedure and also providing training schedule approved by concerned HOD for the same in case required.

Training & Development

- ✓ Identifying and establishing trainings needs of various departments after discussion with respective HODs.
- ✓ Planning, scheduling and coordinating the procedure of training program making sure all necessary documents are filled in which is required for maintaining record of same for audit purpose.

Payroll Management

- ✓ Handling Payroll of Employees along with maintaining the data of same.
- ✓ Responsible for Time attendance, Leave Management, Gate pass entries of employees.

Documentation, Files & Record maintenance

- ✓ Maintaining Personal Files of employees and Verification of submitted documents for the same.
- ✓ Maintaining files of Left Employees
- ✓ Maintaining Salary sheet and Attendance records of employees for each month.

Employee Welfare

- ✓ Continuous approach towards providing healthy and sanitized surroundings for employees considering their health and efficient working as a part of employee welfare.
- ✓ Organizing events and other activities.

ORGANIZATION EXPERIENCE

Working as an **HR-Officer**- HR & Admin in **STATCON ELECTRONICS INDIA LTD. (NOIDA)**, from **JULY 2018 to till date.**

COMPANY PROFILE

Statcon Electronics India Limited is one of India's largest ISO: 9001-2015 certified manufacturer of Static energy Conversion system, Company deals in four business sectors Railways, Defence, Power and Solar.

Since its inception in 1986, Statcon Electronics has served its customers with products of both 'AC' and 'DC' technologies delivering solutions for both conventional and nonconventional energy. Products manufactured here have worldwide acceptance by Indian and global consultant and companies like Siemens, L&T, Alstom, GE, TEXMACO, Alcon Builders, NTPC and so on.

TRAINING

- Conducted In-House Training for employees on “Fire Fighting” and “Fire Safety Mock Drill”.
- Conducted Training on Motivation

EDUCATION

- **Executive MBA (HR)** from **XLRI**, Jamshedpur.
- **B.Tech** from **Amity University**
- **XII CBSE BOARD**
- **X CBSE BOARD**

TECHNICAL SKILLS

MS Office Tools, ERP.

PERSONAL DETAILS

Languages Known- Hindi, English, Oriya and Beginner in German

Hobbies-Travelling and Listening to Music

Strengths- Agile Learner

Notice Period-30 Days

Expected Employment Status-Full Time

DECLARATION

I pledge and pronounce that all the above information is true to best of my knowledge.

Date:

Place:

Yours truly
Shubhi Sharma