1 Oct**P R O F I L E**



I am a qualified MBA (HR& Finance) with an ideal academic record and looking forward to starting my professional career with an esteemed organization where I can work with stalwart leaders.

**P R O F E S S I O N A LS Y N O P S I S**

**HR EXECUTIVE**

MAK STAFFING, SECTOR-2NOIDA, UP, INDIA

| JULY 2019 - SEPTEMBER 2019|

(A service sector concern for implementation of UPI for Google Pay at retail and consumer stores)

Pooja Sharma

* Interview applicants about their experience, education, and skills.
* Inform applicants about job details such as benefits and conditions.

**MBA (FINANCE&HR), B.COM**

* Attendance monitoring, leave tracking, clock in/outs

**A B O U T M Y S E L F**

* Calculation of salaries, wage-cuts, reimbursements, and generation of payslips on a monthly basis

I am extremely driven, with a clear goal to succeed. Instil confidence in others and approach new challenges with an open mind.

* Conduct new employee orientations.
* Provide daily updates to the employer with the headcount.

**HR & FINANCE ASSOCIATE**

**TECHNICAL AND SOFT SKILLS**

A.K FASTENERS LUDHIANA, PUNJAB, INDIA

Understanding about labour laws

MS Excel (Vlookup,Hlookup,PivotTable)

MS Office

Tally

Ability to work under pressure.

Situational adaptability

Business acumen

(A manufacturing concern of Joint Nuts, Heavy bolt, Welding Nuts, and Brass Nuts)

| JULY2016- MARCH2017|

* Consult with employers to identify needs and preferred qualifications
* Interview applicants about their experience, education, and skills.
* Contact references and perform background checks.

Successfully managed and coordinated various events at college such as Annual Fests, Quiz Competitions and Music & Film festival which in turn sharpened my management skills.

**A C H I E V E M E N T S**

* Inform applicants about job details such as benefits and conditions.
* Hire or refer to qualified candidates.
* Conduct new employee orientations.

**C O N T A C T**

* Process paperwork

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-sharma-279674a6

House no. 24A, G.K.Estate, Ludhiana, Punjab - 141015

02ndFebruary 1995

* Preparation of appointment letter for qualifying candidates for the designated jobs
* Attendance monitoring, leave tracking, clock in/outs
* Calculation of salaries, wage-cuts, reimbursements, and generation of payslips on monthly basis
* Keeping check with the regulatory compliances with the labor laws applicable to the organization
* Reconciliation of payslips with books of accounts of the organization.
* Making PF and ESI Challan

**E D U C A T I O N**

**MBA (Finance & HR), CHANDIGARH UNIVERSITY**

| 2017 - 2019 |

CGPA:65%

**B. COM, RAMGARHIA COLLEGE (PUNJAB UNIVERSITY)**

| 2013- 2016 |

CGPA:53%

**CLASSXII,MAIBHAGO SEN. SEC.SCHOOL, LUDHIANA, PUNJAB**

| 2011-2012 | PSES Board|

**Score: 66.80%**

**CLASSX,S.V.M. SEN. SEC.SCHOOL, LUDHIANA, PUNJAB**

| 2009-2010 | PSEB Board|

**Score: 57.00%**

I**SUMMER TRAIING AND INDUSTRIAL VIITS**

**APOLLO MUNICH HEALTH INSURANCE,**CHANDIGARH

(A Private sector health insurance company)

|25 JUNE 2018–10 JULY 2018|

* General understanding about the insurance sector particularly Health insurance sector
* Basic understanding of payroll components at the Company
* Understanding of different insurance policies with the Company
* Understanding the role of HR in the insurance sector

**KITTY INDUSTRIES PVT. LTD.** LUDHIANA, PUNJAB, INDIA

(The company isa manufacturer of bread and bakery product)

|Plant Visit|

**PUNJABSTATECOOPERATIVEMILK PRODUCERS’FEDERATION LIMITED (MILKFED),** MOHALI, PUNJAB, INDIA

(The Producer Company is a Manufacturer of milk and milk product)

|Plant Visit|