**MONIKA SHARMA**

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A motivated, result-focused Human Resources professional, seeking an opportunity to utilize my skills, and education to contribute to success of an organization.

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| **PROFESSIONAL SYNOPSIS** |

1. Recruitment & Manpower Planning 2.Induction 3. Administration

4. Payroll & Leave Management 5. Statutory Compliance 6. iBuild Software

7. Saral Pay Pack Software 8. SAP Software.

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**My Strength:**

* Self-Motivated & Enthusiastic.
* Ability to Work Autonomously as well as Good Team Player.
* Quick Learner, Adaptability & Positive Attitude & Handling the pressure situation.
* Positive ‘Can do’ attitude towards work.

**CAREER PATH:**

* Currently working as HR Officer at Select City Walk Mall, Delhi (on Alpha Payroll), From June’17 till date.
* Worked as HR Executive at Amrapali Group, Noida from March’12 to May’17.
* Worked as Admin Executive at Sunderdeep Pharmacy College, Ghaziabad from March’08 to March’12.

**PROFESSIONAL SKILL SET:**

Working as HR Executive at Select City Walk Mall, Delhi, From June’17 till date.

**­­­­­­­­ROLES & RESPONSIBILITIES**

**Payroll Management**

* **Attendance and Leave Management**

1. Handling Attendance system based on biometric thumb impression and manual entry.
2. Updating in the Attendance sheet.
3. Deduction of Late Coming based on report.

* **Salary Process**

1. Making entry of new joiners in the payroll software
2. Putting Advance/Deduction/Arrear/in the payroll software.
3. Generating Salary Sheet.
4. Preparing Account Statement, Bank Transfer Letter.
5. Dispersing Employees Pay Slip.

**Statutory Compliance of PF/ESI**

* 1. ESI/PF challan generation & all the related matters
  2. Handling the Labour Cases and contractors licences
  3. Online submission of all Statutory challans and ensuring the payment done on time

d) Ensuring filling of various forms:-

* PF Form 11
* PF Nomination & Declaration Form
* ESI Nomination & Declaration Form
* Gratuity Forms and processing
* Providing employees ESI temporary insurance card(TIC)

**Administration**

1. Responsible for data entry & data management in HRIS
2. Preparation of Manpower report & attrition analysis
3. Preparing & updating the organization chart for reporting structures & mapping the manpower.
4. Travel management, Cab & Driver management
5. Vendor Management

**Employee Exit Formalities**

**In Case Of Resignation/Termination**

* Collection of Resignation letter
* Ensuring NOC done by the employee
* Issuing Resignation Accepted letter/Termination letter
* Preparing full & final settlement sheet
* Providing Relieving letter & Experience letter
* Filling leaving check list to ensure all the exit steps

**In Case of Absconding**

* Issuing letter of Absenteeism
* Issuing Termination letter (In absence of any response of the letter)
* Preparing full & final settlement sheet.

**Talent Acquisition, Manpower Planning**

1. Defining Job descriptions through analysis of role & responsibilities required to be handled
2. Manage recruitment process through multiple sources with focus on cost efficiency, turnaround time & criticality of the position to maintain profitability
3. Drive the Employee referral & Internal redeployment modes for recruitment
4. Conducting fitment analysis of shortlisted candidate & ensuring reference check before issuing offer

**Corporate Communication**

* Managing corporate SIM requirement to ensure quick and fast communication.
* Drafting mail, Circulars, Notice.

**Misc & Administrative work**

* Handle Employee Confirmation Process
* Issue Appointment Letter/Warming Letters/Late Coming Letters/Termination Letters etc.
* Mobility Management.
* Travel management, Cab & Driver management

**ACADEMIC CREDENTIALS:**

* 2018 - B.Ed from CCS University
* 2013- MBA from Sikkim Manipal University
* 2007- B.Sc. from CCS University

**Personal Details**

Date of Birth: 3rd June, 1987

Father Name: Mr. Satveer Sharma

**Languages:**

* Hindi
* English

**Declaration**

I hereby declare that above information is correct to the best of my knowledge and belief.

(Monika Sharma)

**Location:** Noida