**PRASHANT SHARMA**

**Contact Address:**

Q-4, Teachers colony

Khandari Agra

Pin code (282002)

Mobile **: +91- 8126874159, 7310581904**

lalupachauri1234@gmail.com

**Objective:**

Eagerly looking forward an entry level HR position to work and experience as **Human Resource Professional** in your esteemed organization.

**PROFILE:**

* Complete HR executive and recruitment having 1 year of experience
* Human Resource Management – Welfare Activities, Time Office Management.
* Payroll & Salary Administration.
* A team player who is an innovative problem solver and works well under pressure as.

**Training**

* Completed training at **Phoenix lamp** in Industrials relation from 3rd Jun to 31st August 2019.

**Current Job:**

1. **Organization : Kapsons World Wide Pvt Ltd**

**Designation : Management Trainee-HR**

**Location : Agra (UTTAR PRADESH)**

**Duration : June 2020 – May 2021**

**Responsibilities**

**Welfare Activities:**

* Monitoring & co-ordination with the Works committees, Health & Safety Committees, Colony and Canteen committees, their proper follow-up and feedback implementation.
* Organizing & co-ordinate awareness training of health, safety and welfare by internal and external faculty.
* Daily based inspection of canteen, lunch room, rest room and reporting to senior.

**Time Office Functioning:**

* Ensuring that there is proper punching of attendance in the system and maintenance of its record.
* Ensuring leave forms are submitted in time, accurate punching in system and proper filing.
* Mainting payroll fuction.
* Timely preparation of salary and its proper disbursement and reconciliation.
* Mainting pay slip and leave records.
* Mainting new employee records

**Employee Relationship Management:**

* Regularly discussing specific issues with employees regarding their grievances, hindrances and undertaking steps, under guidance from senior management to resolve all such issues timely

**Data Preparation and Record Keeping:**

* Reporting like Fire & Safety & Accident details , P&IR daily & Monthly Report
* Maintaining necessary records and personnel files of the employees.
* Mainting all committee register

# Qualification :

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Branch/ Subject** | **Year** | **Board/ University** |
| MSW | IRPM | 2019 | Dr.B.R.A.University  Agra |
| B.Sc. | PCM | 2017 | Dr.B.R.A.University  Agra |
| Intermediate | Science(P.C.M.) | 2014 | U.P. Board |
| High School | Science | 2010 | C.B.S.E |

**Computer LITERACY:**

* **Operating System :** Win XP/ 2000/ Vista/window7/window8/M.S Excell

(MS-OFFICE)

* Well conversant with Microsoft Office, work extensively on Outlook Express, Internet Savvy

**STRENGTHS:**

* Adaptability
* Technical Knowledge
* Highly committed and involved in any assignment that I take up.
* Can adapt to Situation fast and willing to accept challenges.
* Team leadership and work as a change agent

**Special Traits:**

* A self-starter, with a quick grasp & a quick learning curve.
* Confident, adaptive, honest & hard working.
* Deep interest in research.

**Hobbies:**

* + Reading books.
  + Making new contacts.
  + Attending to speech like guest lect. & spiritual speech.
  + Taking part in social activities.
  + Play Cricket
  + Travelling

**Personal Profile :**

|  |  |  |
| --- | --- | --- |
| **Father’s Name** | **:** | Mr. Pramod Sharma |
| **Date of Birth** | **:** | 18 March 1995 |
| **Gender** | **:** | Male |
| **Marital Status** | **:** | Single |
| **Permanent Address** | **:** | Q-4, Teachers colony, Khandari Agra |

**Declaration:**

I hereby declare that all the above mentioned details are true to the best of my knowledge and belief.

(PRASHANT SHARMA)