

Anjali Sharma

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Assistant Manager –Talent Acquisition cum Business Partner with **8+ years** of experience. Versatile, high-energetic individual, targeting assignments in Human Resource, General Administration/Facility Management with an organization of repute.

Location Preference: Delhi / NCR

Profile Snapshot

- A performance driven professional with combined experience in Talent Acquisition & HR Operations role.
- Proficient in giving valuable decision and assisting the other departments.
- Working with Healthians since.
- Adept in coordinating with internal/external departments for ensuring smooth business operations as well as handling day to day administrative & maintenance activities

Core Competencies

Talent Acquisition	MIS and Report Generation
Employee Engagement	Employees Grievance
Employee Communication	Rewards & Recognition
Excellent Management skills	People Management (handling people issues)

Organizational Experience

Organisation: Expedient Healthcare Marketing Private Limited (Healthians)

Designation: Assistant Manager – Talent Acquisition cum Business Partner

Duration: April 2022 – Till Date

Job Responsibilities:

Talent Acquisition

- Managing the complete recruitment life cycle for sourcing the best talent in various levels from various sources to meet manpower requirements.
- Sourcing candidates through employee referral, various job portals, headhunting.
- Worked closely with business leaders for forecasting staffing needs; build and manage pipeline for forecasted openings, resulting in increasing the quality of hires.
- Conduction selection interviews, salary negotiation.

HR Operations

- On boarding (verification's, documentation, induction etc.)
- Off boarding (Full and Final, Exit Interviews, Handovers etc.)
- Induction Training
- Employee Database Management
- Employee Relation
- Administration.

HR Business Partner

- Employees Performance reviews.
- Improving and monitoring employee productivity.
- Conducts weekly meetings with respective business units.
- Consults with line management, providing HR guidance when appropriate.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Employee's grievance handling to maintain healthy work environment.

Organisation: Future Focus Infotech

Designation: Senior IT Recruiter

Duration: March 2020 – April 2022

Client: TCS, Wipro, IBM, Deloitte, Capgemini, NIIT Technology etc.

Job Responsibilities:

- Handling end to end recruitment process as IT Recruiter.
- Initial screening and profile matching with reference to qualification, experience, relevant skill, communication skills, team compatibility & stability etc.
- Sourcing profiles from various recruiting channels like - job portals (Naukri, Monster, etc.), Linked In, Employee referrals etc. as per the job specifications.
- Conducting initial interviews to determine experience, skill level and probe the candidate for view of his/her responsibility in the projects.
- Ensuring that resume appropriately reflects candidates experience and requirement in line with the requirement.
- Schedule interviews and co-coordinate with candidates, technical panel for next levels of interviews till closure.
- Negotiating salary/pay rate with candidates/subcontracting companies to close positions.
- Regular follow ups with offered candidate until on-boarding.
- Established and maintained professional relationship with candidates.
- Proactively maintain an effective resource database management system to close the manpower requirement with the minimum time.

Organisation: DGS Translogistics India Private Limited

Designation: Manager: HR & Admin & Business Development

Duration: Dec 2018 – July 2019

Job Responsibilities:

- Implementation of HR policies for manpower planning, Prepared & Monitored HR & Admin Budget for Annual Operating Plan, Monitoring Monthly Budget Vs Actual & Tracked the overshoots.
- Planning human resource requirement with the consult of departmental heads as well as Operational area and formulating strategies for recruitment process for sourcing the best talent.
- End to End Recruitment. From receiving the employee requisition form till joining.
- Short listing resumes and arranging technical training for the staff and verifying documents and employment screening/ background verification of new joined employees.
- Salary negotiation, salary break-ups, issuing offer letter & Appointment letter.

- Induction programme of new employee, contract negotiations, exit interview, discipline, policy and procedures.
 - Formulating and implementing best HR practices, policies & initiatives aiming at employee welfare and retention.
 - Entry of all employees in Compu Office online portal.
 - Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
 - Handling pay sheets, appointments and recruitment structure.
 - Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies along with directing an effective Attendance System.
 - Conducting exit interviews and overseeing separation actions like full & final settlements.
 - Resolving employee grievances, settling disputes within the organization and taking disciplinary action when required. Issuing warning letter, Abscond letter, Termination Letter.
 - Maintaining Statutory Compliances. Like-PF, E.S.I, Bonus.
 - Organizing events and social programs; Like Birthday Celebration, Marriage anniversary, Picnic, teambuilding Programme. Get together of Employees.
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- Full & final Settlement of Employee. Exit interviews & giving feedback to management Assisting employee to withdrawal of Provident fund & Gratuity.
 - Take care of Vendor management.
 - Monthly HR MIS- Monthly MIS for senior management regarding salary & wages. New joined & left Employees.
 - Handle customer requests, questions, and complaints on a variety of support channels.
 - Keep track of customer expectation and recurring issues.
 - Build a sustainable and mutually beneficial relationship between customers & company.
 - Serves customers by providing product and service information and resolving product or service related problem.
 - Resolves product or service problem by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, and following up to ensure resolution.
 - Recommends potential products or services to management by collection customer information and analyzing customers need.

Organisation: SG Encon Private Limited

Designation: Manager: HR & Admin

Duration: Dec 2018 – Feb 2020

Job Responsibilities:

- Short listing resumes and arranging technical training for the staff and verifying documents and employment screening/ background verification of new joined employees.
- Salary negotiation, salary break-ups, issuing offer letter & Appointment letter.
- Induction programme of new employee, contract negotiations, exit interview, discipline, policy and procedures.
- Formulating and implementing best HR practices, policies & initiatives aiming at employee welfare and retention.
- Entry of all employees in VLMS online portal.
- Manpower Signoff every month.
- Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.

- Handling pay sheets, appointments and recruitment structure.
- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies along with directing an effective Attendance System.
- Conducting exit interviews and overseeing separation actions like full & final settlements.
- Resolving employee grievances, settling disputes within the organization and taking disciplinary action when required. Issuing warning letter, Abscond letter, Termination Letter.
- Full & final Settlement of Employee. Exit interviews & giving feedback to management. Assisting employee to withdrawal of Provident fund & Gratuity.
- Take care of Vendor management.
- Monthly HR MIS- Monthly MIS for senior management regarding salary & wages.

Organisation: Home Credit India Finance Pvt. Ltd

Designation: Senior Executive: HR & Admin

Duration: November 2014 – March 2017

Job Responsibilities:

Recruitment/ Induction/ Exit Formalities:

- Formulating and implementing best HR practices, policies & initiatives aiming at employee welfare and retention.
- Supervising complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- Short listing resumes and arranging technical training for the staff and verifying documents and employment screening/ background verification of new joined employees.
- Taking care of the employee salaries on par with other region cum industry base.
- Handling pay sheets, appointments and recruitment structure.
- Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies along with directing an effective Attendance System.
- Conducting exit interviews and overseeing separation actions like full & final settlements.

Vendor Management:

- Managing the day to day activities of the Administration dept. This includes Housekeeping activities, Stationary mgt.
- Maintenance of Air-conditioning, Plumbing, carpentry etc. Supervising & coordinating with vendors on Telephone, Reception area, Conference rooms, Pantry, assets and stocks inventory.

Facility Management:

- Ensuring upkeep and cleanliness of premises, Planning spring cleaning, pest control schedule etc.
- Respond to public inquiries.
- Assist in the planning and preparation of meetings, conferences.
- Keeping record of incoming couriers.
- Supervision of office boys and other related staff.
- Guiding the subordinates and junior staff for effective administration of the office.

Stationary Management:

- Maintaining the stock of desktop stationary. Maintaining the stationary allocated to employees. Handling purchase order related activities.

Canteen & Pantry Management:

- Checking canteen cleanliness, take up canteen feedback, preparing Lunch & dinner data & arranging the lunch & Tuck Shop setup and arrangements.

Conference Room Management:

- Making bookings for conference & Meeting rooms.
- Taking care of the entire thing (like cleaning, stationary, housekeeping services).
- I have worked with **Vodafone Digilink Ltd** as a HR cum Admin Executive from Aug'13 to Nov'14
- I have worked with AU FINANACIERS India Limited as a HR & Admin Executive from August 2012 to July 2013.
- I have worked with DEUTSCHE BANK as a HR & Admin Executive from September 2010 to July 2012.

Education

- Completed PGDBA (HR) from Symbiosis University.
- Secured 2nd positions in Graduation (Art stream) in 2006
- Secured 1st positions in Senior Secondary in 2003
- Secured 2nd positions in Secondary in 2001

Professional Education

- Completed an Air hostess Training from the FRANKFINN Institute of Air Hostess Training, Kanpur recognized by EDEEXCEL UK.

Academics & Co-Curriculum Activities

- Attended various workshops in grooming personality development, first aid, swimming and Customercare.
- Real live in flight exposure.
- Attended 30 hour Airbus A-300 training in Delhi.
- Participated in the Customer Interaction Project for Frankfinn.
- Got Thank you award from Vodafone to Supported in Sirmur Cup'14

IT Skills

- Well versed with MS Office (Word, Excel and PowerPoint) and Internet Applications, WIN 98/00/07, XP, ERP and commonly software used by business Industries.

Declaration

I hereby declare that the details furnished here are true to the best of my knowledge and I bear the responsibility of accuracy of above mentioned particulars.

Date:

Place:

Anjali Sharma