




RITIKA SHARMA

HUMAN RESOURCE PROFESSIONAL

 <https://www.linkedin.com/in/ritika-sharma>

 ritusha131100@gmail.com

 9205286961

 Gurugram

RELEVANT SKILLS

- Employee Lifecycle Management
- Data Management & Reporting
- Employee Engagement
- Talent Acquisition
- Conflict Resolution & Employee Relations
- HRMS Management

EDUCATION HISTORY

Master of Business Administration (HR)

Institution: Narsee Monjee Institute of Management Studies

Year of Graduation: 2024

Bachelor of Commerce

Institution: Delhi University

Year of Graduation: 2021

WORK EXPERIENCE

vCommission Media Pvt Ltd-

(HR Generalist)

July 2024 to current

- Managed the entire employee lifecycle from pre-onboarding to post-onboarding
- Oversaw data management on MIS, ensuring accuracy and consistency
- Proficient in using ZOHO HRMS Portal for various HR functions
- Organized and implemented employee engagement activities
- Handled documentation for all employees, ensuring compliance and accuracy
- Completed POSH training to ensure workplace safety

Logic Planet IT Services -

(HR Executive)

March 2023 to June 2024

- Managed recruitment for various Non-IT positions
- Experienced in using job portals such as Naukri, Monster, Indeed, and LinkedIn for sourcing.
- Experienced in using Ceipal as an (ATS)
- Coordinated and managed interview drives for bulk hiring.
- Handled the complete employee lifecycle, from onboarding to exit.
- Organized and implemented employee engagement initiatives to enhance morale and retention.
- Managed employee Background Verification (BGV) processes to ensure compliance and accuracy.
- Maintained attendance records and monitored employee punctuality and leave management.
- Managed petty cash for HR-related expenses.

Talentedge (Upgrad) -

(Academic Counsellor)

August 2021 to February 2023

- Worked with Business functional users to analyze client requirements.
- Responsible for selling executive courses from a Tier 1 institute to working professionals.
- Proficient in using Ameyo and Lead Square