

# GINNI SHARMA

HR EXECUTIVE AND  
GENERALIST

PHONE | (+91) 9368014227

EMAIL | ginnisharma7983@gmail.com

LOCATION | Agra, INDIA

EXPERIENCE | 2 Years 0 Month

## Key Skills

- Communication Skills
- Leadership Skills
- Strong Interpersonal Skills
- Team Management
- Hiring
- HR Generalist Activities
- Job Evaluation
- Recruitment
- Screening

## Languages

- English
- Hindi

## Work Experience

### HR Executive and Generalist

Bfil

08/2022 - Present

## Internship

### BOI, 3 Months

Recruitment Selection Process engagement activities

## Education

### MBA/PGDM - HR/Industrial Relations

2022

Master School of Management, Meerut

### B.Com - English

2019

chaudhary Charan Singh University

### 12th

2017

Uttar Pradesh , Hindi

Grade - 65-69.9%

### 10th

2015

Uttar Pradesh , Hindi

Grade - 70-74.9%

## Projects

### ■ HR Intern

0 Days

Here i worked on various HR process like Recruitment,selection,job posting,screening and sourcing of C.V.'s of interested candidates.