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📍 Gurgaon, India

# Garima Sharma

HR Executive | Operations

## SUMMARY

Experienced HR Executive with a proven track record in talent acquisition, employee relations, and HR operations. Skilled in recruitment strategies, performance management, and HRIS utilization to drive organizational success. Experienced in policy development, compliance, and benefits administration. Adept at ensuring seamless onboarding and offboarding processes. Strong analytical skills with a focus on data-driven decision-making.

## KEY SKILLS

Talent Acquisition, Candidate Sourcing, Interviewing Techniques, Recruitment Strategies, Applicant Screening, Performance Management, HR Policies and Procedures, Grievance Handling, Human Resource Information Systems (HRIS), Policy Development, Change Management, Performance Appraisal, Conflict Resolution, Analytics and Reporting

## SOFT SKILLS

Communication, Problem-Solving, Adaptability, Attention-to-Detail

## PROFESSIONAL EXPERIENCE

### HR Executive

Jul '23 - Present

#### OneDigital

- **Onboarding and Induction:** Spearheaded the onboarding process for new employees, ensuring a seamless transition into the organization and generated offer and appointment letters, maintaining accuracy and compliance with company policies.
- **Exit Formalities and Compliance:** Conducted comprehensive exit formalities, including full and final settlements (FNF), ensuring compliance with company policies and legal requirements and managed employee separation processes, ensuring a smooth and professional offboarding experience.
- **HR Systems and Reporting:** Utilized Human Resource Information Systems (HRIS) for data management and reporting, ensuring accurate and timely updates.
- **Performance Management:** Facilitated performance appraisal processes, ensuring timely feedback and goal setting and coordinated training and development initiatives to enhance employee performance and skill development.
- **Benefits Administration:** Administered employee benefits programs, including health insurance, retirement plans, and other fringe benefits.
- **HR Reporting and Analytics:** Prepared HR metrics and reports for management review, providing insights into workforce trends, turnover rates, and recruitment metrics. Additionally, utilized HRIS systems to generate reports and analyze data for strategic decision-making.
- **Employee Records Management:** Managed and maintained employee files, ensuring all documentation is up-to-date and stored securely and processed and assigned employee codes for new joiners, facilitating their integration into the company's systems.

### HR Executive and Generalist

Feb '23 - Jun '23

#### Quick Clean Pvt Ltd

- **Recruitment and Talent Acquisition:** Executed recruitment strategies via various job portals, effectively sourcing and screening candidates to meet organizational needs and processed employee codes for new joiners, enabling swift integration into organizational systems and workflows.
- **Onboarding and Employee Relations:** Facilitated seamless onboarding processes for new employees, ensuring compliance with company policies and procedures. Managed comprehensive employee file management system, maintaining accuracy

and confidentiality of personnel records.

- **Full and Final (FNF) Settlements:** Conducted exit formalities including Full and Final (FNF) settlements, ensuring smooth separation processes and compliance with legal requirements.
- **Benefits Management:** Managed employee benefits programs such as health insurance, retirement plans, and other company benefits.
- **HR Policy Development and Implementation:** Assisted in the development and implementation of HR policies and procedures, ensuring alignment with organizational goals and compliance with legal requirements.

## HR Executive | Operation

Jul '22 - Feb '23

### Ascent Infra Pvt Ltd

- **Coordination and Job Definition:** Coordinate with technical teams to understand staffing needs and define job positions accordingly.
- **Advertising Strategy:** Strategically advertise job vacancies on various social media platforms to attract qualified candidates.
- **Payroll Management:** Manage payroll operations and oversee salary breakdown details.
- **HR Operations:** Assist in the development, implementation, and revision of HR policies and procedures and administer employee benefits programs and address related queries from employees.
- **Resourcing and Screening:** Source, screen, and shortlist resumes from platforms like Naukri.com, Shine.com, Hirect, and Job Hai.
- **Training and Development:** Conduct training needs assessments and collaborate with managers to address skill gaps and coordinate training programs and workshops, ensuring alignment with employee development goals.
- **Document Preparation:** Prepare various HR documents including offer letters and appointment letters with meticulous attention to detail.
- **Administrative Support:** Maintain accurate HR records, files, and databases, ensuring confidentiality and data security and manage relationships with HR service providers, vendors, and external agencies as required.
- **Attendance and Compliance:** Compile and process attendance data using biometric systems, ensuring accuracy and compliance.

## Talent Acquisition Executive

Nov '21 - Jul '22

### Cooper Lybranth Consultant

- **Candidate Sourcing and Screening:** Utilized niche portals such as Naukri.com and Shine.com to source potential candidates and employed parsing techniques to evaluate specialized skills and qualifications, effectively screening resumes.
- **Offer Management and Onboarding:** Drafted and finalized job offer letters, ensuring accuracy and compliance with company policies. Facilitated seamless onboarding processes for new hires, ensuring a positive and engaging experience from day one.
- **Employer Branding:** Promoted the organization's reputation as an employer of choice, emphasizing its values and positive work environment.
- **Pre-Screening Calls:** Conducted pre-screening calls to assess applicant capabilities and alignment with organizational requirements.
- **Interview Coordination and Assessment:** Scheduled and coordinated interviews and conducted structured interviews and assessments to evaluate candidate qualifications, skills, and cultural fit.
- **Compliance and Documentation:** Ensured compliance with legal and regulatory requirements throughout the recruitment process.

## Sr. Sales Associate

Jun '18 - Oct '21

### PolicyBazaar.com

- **Sales Achievement and Target Management:** Achieved sales targets consistently through proactive selling and effective relationship building. Managed pipeline effectively to meet and exceed quarterly sales goals.
- **Customer Relationship Management:** Provided expert advice on financial products, specifically car insurance, through outbound calls and delivered personalized sales presentations to potential customers, ensuring clear understanding and

satisfaction.

- **Operational Excellence:** Ensured accuracy in sales transactions and documentation, minimizing errors and losses. Adhered to compliance guidelines and company policies in all customer interactions.
- **Communication and Collaboration:** Collaborated effectively with cross-functional teams to streamline processes and enhance customer experience.

## EDUCATION

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**Masters in Human Resource** Jun '18

Future Institute of Engineering and Technology

**Bachelor of Business Administration** Jun '16

Future Institute of Management and Studies

## DECLARATION

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

Garima Sharma