

SUMMARY

Dynamic human resources professional with expertise in providing advice and guidance on human resources topics and needs. Committed to supporting recruiting as well as developing. Engaging and retaining talented staff. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, outstanding customer service and solid expertise in human resources management.

WORK EXPERIENCE

4/2023-Current

HR Head, Zenith Rubber Pvt Ltd

- On Boarding, Exit Formalities, End-to-End Recruitment (Naukri, LinkedIn, indeed, quikr.com etc).
- Employee Engagement.
- Maintaining internal tracker database and office management.
- Events (Birthday celebration, Diwali celebration, Christmas etc).
- Attendance, salary-payroll, leave management, policies, coordinating with sales Team.
- Managed payroll activities by reviewing time sheets, generating pay slip processing payments.
- Coordinating with Admin department.
- Coordinating with clients and vendors of our company.
- Participating in investigations into employee disputes and disciplinary matters.
- Managing recruitment process from writing job descriptions to reviewing CVs, interviewing and selecting talent.
- Organizing orientations and training to enhance level of awareness, improve skills and motivation of employees.

Drafting a wide range of on boarding documents, including policies, contracts, job tasks and other relevant information.

11/2021-3/2023

HR Manager, Sugs Lloyd Pvt Ltd, Noida, India

- On Boarding, Exit Formalities, FNF, End-to-End Recruitment (Naukri, LinkedIn, indeed, quikr.com etc).
- Employee Engagement.
- Maintaining internal tracker database and office management.
- Events (Birthday celebration, Diwali celebration, Christmas etc).
- Attendance, salary-payroll, leave management, policies, coordinating with sales Team.
- Managed payroll activities by reviewing time sheets, generating pay slip processing payments.
- Coordinating with Admin department.
- Coordinating with clients and vendors of our company.
- Participating in investigations into employee disputes and disciplinary matters.
- Managing recruitment process from writing job descriptions to reviewing CVs, interviewing and selecting talent.
- Organizing orientations and training to enhance level of awareness, improve skills and motivation of employees.
- Drafting a wide range of on boarding documents, including policies, contracts, job tasks and other relevant information.

09/2020-11/2021

HR Generalist, Aikol Petrochemical.co, New Delhi, India

- On boarding, Exit Formalities, Recruitment, Employee engagement, maintain internal tracker database and office Management, Attendance, salary-payroll, leave management, policies, co- ordinate with sales Team.
- Managed payroll activities by reviewing time sheets, generating pay slip processing payments.
- Participated in investigations into employee disputes and disciplinary matters.
- Manage recruitment process from writing job descriptions to reviewing CVs, interviewing and selecting talent.
- Organized orientations and training to enhance level of awareness, improve skills and motivation of employees.
- Drafted a wide range of on boarding documents, including policies, contracts, job tasks and other relevant information.

03/2018-09/2020

HR Generalist, Swift Lubricants Pvt Ltd, New Delhi, India

- On boarding, Exit Formalities, Recruitment (sourcing, screening through Naukri portal, line-up, joining), Employee engagement, maintain internal tracker database and office management, Events (birthday celebration, Diwali celebration, Christmas etc), Attendance, salary-payroll, leave management, policies, co-ordinate with sales Team.
- Managed payroll activities by reviewing time sheets, generating pay slip processing payments.
- Participated in investigations into employee disputes and disciplinary matters.
- Manage recruitment process from writing job descriptions to reviewing CVs, interviewing and selecting talent.
- Organized orientations and training to enhance level of awareness, improve skills and motivation of employees.
- Drafted a wide range of on boarding documents, including policies, contracts, job tasks and other relevant information

02/2017-03/2018

HR & Admin, East Alpha Alliance Technology Pvt Ltd, Noida, India

- On boarding, Exit Formalities, Recruitment (sourcing, screening through Naukri portal, line-up, joining) maintain internal tracker database and office management, Events (birthday celebration, Diwali celebration, Christmas etc), Attendance, salary-payroll, leave management, policies, co-ordinate with sales Team, Meeting with clients.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Helped solve conflicts, disputes and concerns, offering practical and smart solutions.

Tech support Engineer, Hitachi- Payments Service, Gurgaon, India

Tech support Engineer, Eikon Technology Bangalore, India

08/2015-02/2017

- Responded to customer emails, call sand live chat regarding technical malfunctions and issues to fix remotely.
- Communicated technical computer information to non-technical audiences by providing simplified presentation and demonstration.

EDUCATION

**BE: COMPUTER
SCIENCE, 2015BM
GROUP OF COLLEGE
Indore, MP
12th
ST.COLUM
BA
College
Hazaribagh, JH
10th
SARASWATI SHISHU VIDHYA MANDIR
Hazaribagh, JH**

ACTIVITIES/ACHIEVEMENT

- Awarded 2nd prize in technical quiz competition
- Awarded 2nd prize in singing competition
- Awarded 2nd prize in debate competition
- Achieve certificate in poster competition

SKILLS

- Talent Management
- Affirmative
- Training and development
- Recruitment
- Employee Engagement
- File and record management

SELF APPRAISAL

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: **Delhi**

(SNEHA SHARMA)