

POOJA SHARMA

HR Manager

HR Professional with a background in corporate human resources. Highly skilled in handling personal management, hiring, and maintenance of HR records, payroll processing. Manages administration of employee compensation and employee benefits.

WORK EXPERIENCE

**CONVERSIE MEDIA PRIVATE LIMITED,
GURUGRAM**

Feb 2024- Present

JOB ROLE- HR MANAGER

- **Recruitment and Staffing:** Overseeing the recruitment and selection process, including job postings, candidate interviews, and ensuring the organization attracts and retains top talent
- **Onboarding and Orientation:** Coordinating the onboarding process for new employees, which includes paperwork, orientation, and training
- **Employee Relations:** Handling employee inquiries, addressing workplace issues, and assisting in conflict resolution while promoting a positive work environment
- **Benefits Administration:** Administering employee benefits, such as health insurance, and leave policies
- **HR Policy and Procedure Implementation:** Assisting in the development and implementation of HR policies, procedures, and practices, and ensuring compliance with employment laws and regulations
- **Performance Management:** Assisting in performance appraisal processes, goal setting, and employee development
- **Training and Development:** Coordinating training and development programs for employees to enhance their skills and knowledge
- **Payroll Processing:** Will be responsible for administering payroll accurately and on timely basis

SHOOGLOO SERVICES PVT LTD, GURUGRAM

June 2022-Jan 2024

JOB ROLE- HUMAN RESOURCE EXECUTIVE

- Conducted orientations and helped employees complete the necessary paperwork to get new hires established up to speed quickly.
- Updated and maintained employee records to respond quickly to requests for information.
- Posted job openings, screened resumes and scheduled interviews to fill positions with qualified candidates.
- Record employee complaints and helped resolve conflicts to address issues quickly and promote a healthy work environment.
- Helped plan and implement training sessions to provide employees with the skills and knowledge necessary to perform work productivity.
- Assisted with writing job postings and job descriptions for the board.
- Pre-screened resumes prior to sending them to corporate hiring managers for consideration.

CONTACT

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Himachal Pradesh, India

EDUCATION

**MBA - Human Resource
Himachal Pradesh Technical
University**

2018 - 2020

**Bachelors in Science
Himachal Pradesh Technical
University**

2015 - 2018

SKILLS

- Recruitment
- Recordkeeping
- Training Programs
- Team Building
- File and Record Management
- Candidate Sourcing
- Pre-Employment Screening

INTERNSHIP- SPICE MONEY LIMITED, NOIDA

ROLE- HR INTERN

LANGUAGES

- ENGLISH
- HINDI (Native)

EXTRACURRICULAR ACTIVITIES

- **WORKED AS AN ORGANISER IN THE MANAGEMENT FEST "INSPIRI 2019" HELD AT COLLEGE.**
- **INDUSTRIAL SUMMER TRAINING DONE AT SUN PHARMA LIMITED, PAONTA SAHIB.**