

## CORE COMPETENCIES

Business HR

Talent Management

Designing Systems

Employee Engagement

Training & Development

Stakeholder Management

Grievance Management

Drafting and implementing- Policies

Shikha Sharma

Phone: +91-8178203910

Email: [shikha664@gmail.com](mailto:shikha664@gmail.com)

A versatile professional handled **HR** profile in **Corporate Offices, Regional** which includes verticals as **HR Generalist, Operations, Talent Acquisition, Training & Development**. Targeting challenging assignments with an organization of high repute in **Delhi /NCR**



## PROFILE SUMMARY

- MBA in Human Resource with experience, in strategic HR.
- Manpower Planning & Recruitment, Performance management, Training & Development, and Employee Management, across the Service industry
- Expertise in managing Employee Lifecycle, Grievances, and MIS backed by knowledge of standard terms & conditions of employment
- Conducted manpower planning and talent acquisition with a track record of closing positions at all levels.
- Hands-on in developing and implementing policy for standardization of processes in the light of statutory norms
- Awarded as **Outstanding Performer**.

### Core Competencies:

- Management of entire recruitment cycle from sourcing to on boarding. Experience in internal sourcing, handling recruitment consultant and campus hirings.
- Partnering Business from HR perspective to improve productivity. Instrumental in managing the performance activities at PAN India Level. ( performance review, feedback & counselling, PIP, Training etc).
- Responsible for Induction training & smooth on boarding of new joiners. Arranging induction & maintaining MIS.
- Planning human resource requirements in consultation with heads of different functional & operational areas, conducting selection interviews and induction programs. Developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates.
- Team Management, Mentoring, and training the team to ensure business efficiency. Framing work direction & plan for resources after assessment of their capabilities. Creating and sustaining a dynamic environment that fosters the development opportunities and motivates the high performance amongst the team members.

### Work Experience:

Organization	Designation	Duration
Tahinium Technologies (CiTiLight) (Street Lights Manufacturing)	AVP- HR	Oct 2022- Aug 2023
Align Info Solutions Pvt Ltd (IT Company- ERP Solution)	Manager- HR	Oct 2020 to Oct 2022
Indian School Finance Company Pvt Ltd (NBFC)	Deputy Manager- HR	Nov 2014 to Sept 2020
Eyon Consulting (Recruitment Firm)	HR Recruiter	March 2013 to Nov 2014

### Key Result Areas:

#### Business Partnering And strategic role:

- Part of the HR Leadership team and work with the Dept. leaders (HODs) to define & execute the HR strategy.
- Aligning business practice with people to drive effective performance.
- Identify, analyze, scale, and implement best practices suited for the organization through effective HR.
- Looking for ways to proactively improve & enhance processes. Leading change management - for changes that have any people implications.

**Talent Management:**

- Sourcing the best talent from diverse sources after identification of manpower requirements
- Handling E2E recruitment. Working as an individual contributor and team leader both
- Assisting the managers in utilizing the optimum resources and deploying across the branches.

**Training & Development:**

- Making competency based questionnaires and rating method to assess the training needs of Business unit team.
- Performing job analysis and designing job description & specification till Assistant Manager level.
- Conducting various trainings in office for people development with the help of Central Training Team.
- Conceptualising & effectuating training & development initiatives to improve employee productivity, building capability and enhancing quality; identifying training needs across levels through mapping of skills required for different roles and analysis of the existing level of competencies.

**Employee Engagement/Employee Relations:**

- Evaluate potential employee challenges and address proactively to enhance employee satisfaction. Develop and nurture professional relationship with peers, colleagues, business and senior leaders and build effective employee engagement strategy. Providing (Ground pulse ) necessary information to leadership team.
- Drive employee engagement programs for the respective BU managed and drive HR's on the same.
- Guides the HR to institutionalize a robust communication model to ensure maximum connect of employees with management and dissemination of information
- Always look for ways to proactively improve & enhance processes. Be the guardian of change management - for changes that have any people implications
- Making engagement budget and implementation of the same, conducting Fun Friday Activities, R&R, EORS Gifts procurement & display services, designing incentive plans, and initiating frequent activities to connect people like Rangoli Competition, Holi Milap Samaroh, 26th January Sweet Distribution, Christmas Enjoy etc.

**Other KRAs:**

- Performance Management
- Asset Management
- Inventory Management
- Vendor Management
- Change Management
- Handling employee grievances
- Administration

**ACHIEVEMENT**

- Planning and implementing internal HR recruitment software in ISFC
- Initiated Asset Handover Policy
- Initiated potluck- for employee engagement
- Arranged 3 times (Sept 2015, April 2017 & July 2019) Offsite Business Meet at Goa
- Initiated Diwali Charity
- Started various physical branch- set up, assets arrangement, electricity connection & landline connection & infrastructure development
- Being in touch with employees through ISFC Whatsapp Group for better coordination
- Updated format of Joining Form & Exit Form
- Initiated News Letter
- Successfully implemented candidate background verification check of hiring
- Developed "Training & Development Manual" & Feedback Forms"
- Developed "Interview Assessment Sheet" & "Employee Referral Policy"
- Closed 70% of HOD positions individually
- Reduced hiring cost and reduced attrition through Employee relations by 5%

**ACADEMIC DETAILS**

**2013**                    **MBA (HR)** from Banasthali Vidhyapeeth (July 2011 to April 2013 with 66.63%).  
**2011**                    **BBA** from MJP Rohilkhand University (August 2008 to June 2011 with 69.51%)

**PERSONAL DETAILS**

**Date of Birth:** 3<sup>rd</sup> Nov 1992  
**Languages Known:** English and Hindi  
**Address:** Gurgaon