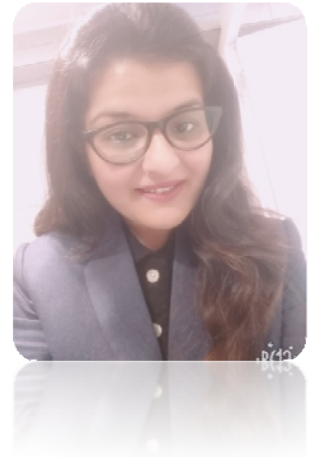


To,

The Organization

Dear Sir, Mam's



Sub: Application for suitable position with your organization.

I the undersigned would like to be introduced as humanities graduate with post graduation in management studies

With experience of 10 years. Would like to be a part of your esteemed organization, am very much interested in exploring the possibility of seeking employment with your organization where I can contribute and utilize my skills of abilities.

I would like to thank you for this initial consideration. If my profile matches your requirement look forward for further consideration.

Best Regards

Geetanjali Sharma

HR

Jodhpur.

HUMAN RESOURCES (HR)

Email:geetanjalisharma.gs1@gmail.com

Phone: 8503000300

Address: E-35 Kamla Nehru Nagar Jod.

Aspiring for challenging assignment in HRM with an organization of repute, skilled in identifying and hiring through various sources, handling end to end recruitment cycle and maintaining cordial relation with the employees, seeking middle level managerial assignment in Human Resources Management (HRM) with a growth oriented organization.

Skills: Teamwork, Employee Relation, Decision Making, Commutation skill, Training development skills, HR Policies & Procedures

Professional Synopsis

- A dynamic HR professional with over 10 year of experience in Recruitment Resourcing & development, Performance appraisal management Compensation, Benefits Employee welfare, Training & development policies & procedures, General administration and personal management.
- Proficiency in manpower management and recruitments process entailing resume generation, screening short-listing with appropriate compensation.
- Experience in implementing HR system and policies, handling HR & IR issues as well as related administrative matters
- Adept at handling day to day administrative activities in coordinate with internal/external department for smooth business operation.
- An effective communicator with excellent relationship building & interpersonal skills strong analytical, problem solving & organizational abilities. Possess a flexible & details oriented attitude.

Highlights

- Hiring & retention
- Training & Development
- Employers relation/welfare
- Compensation/payroll
- Personal records maintenance
- Statutory compliance

Accomplishments

Yearly wise, generated increments list to all manpower according to working performance.

In month wise also increase manpower incentives role that also according to generated a business sources.

Coe Competencies

HR Function

Employee Engagements

- Planning & Implementation of various employee engagement activities like SKIP level meetings, festival celebration, etc
- New joiner induction and orientation
- New HR policy roll outs & HR tools sessions.

Employment Details

Experience-**Human Resources Management**

01 June-18 to 07 Sep-19 **Maruti Suzuki Audi Motors as a HRM.**

- ✓ Update 100+employee record and job assignments daily
- ✓ Handling employee's salary including PF and E SI.
- ✓ Prepare attendance according Biometric timing and leave record
- ✓ Handling daily functional area
- ✓ New joining feeding punching record in Biometric machine as same punched in system
- ✓ Coordinate to all staff and solve daily issues and problems.
- ✓ Handling Floor working and communicate responsible person
- ✓ Taking interview: Walk-in and Telephonic process
- ✓ End of Day prepare daily working report maintain all formats and performer situated place to all pervious file record and current documentation
- ✓ Monthly counseling for lower performance candidate
- ✓ Implementing new training program for employees
- ✓ Maintain all training data and arranged all training program weekly either then monthly
- ✓ Creating hiring plan and retention process
- ✓ Process employee joining and induction for all voluntary sources with complete documentation

01 Oct-16 to 12 March-18 **K.D Motors Deora Hyundai as a HRM.**

Key Result Area----- (Jodhpur, Pali, Sumerpur, Barmer, Jalore and Phalodi)

- ✓ Maintained employee files records, employee exit files, and proper counseling and other formalities
- ✓ Daily check attendance and resolve chronic attendance difficulties
- ✓ Maintained company software DMS and H-goals
- ✓ Handling orienting materials documents and stationary in sales and service department by vendors
- ✓ Records bill files and maintains all receiving documents by vendors
- ✓ Handling all employee uniforms ID card and visiting cards with proper formats and file records
- ✓ Regular maintain circular to needed necessary requirement documents for our employee
- ✓ Maintain record employee to using phone and sim in our company sim related issue and all quires are done
- ✓ Monthly maintained file record employee and taken advance according to our basic salary
- ✓ Maintain tour and travel record with attachment bills and updating file
- ✓ Handled monthly new joiner's salary sheet in maintain record
- ✓ Maintained files record to all manpower uniform and contact vendors to communicate all size in our employee to end of dispatched
- ✓ Maintained record to appointment letter and offer letters complete probation period o given appointment letter in our candidate
- ✓ Handled all IT problems in our company with concern person
- ✓ Daily proper filing necessary document and monthly maintained employee deduction sheet
- ✓ Handling proper training program communicate candidate given voucher and place venue tickets booking and rooms etc
- ✓ Maintained all training and camp record advance against sheet for training and camp records and monthly expenditure

Modules Covered

- Training and development, social work computer with HRM etc

Other HR Goals

- Provide internship training in major to HR from IIIT and Lachoo

Previous Experience in corporate department

- ✓ 2011 to 2013 Shri Krishna Auto Sales Pvt Ltd. as Admin HR
- ✓ 2013 TO 2016 Sushil Udyog as HRM

Academic Qualification

Masters in Business Administration 2015

Sikkim University

Human Resources HR

Diploma in computers application

Intech Computers

Bachelor of Arts 2003-2005

IGNOU University

Senior Secondary 2002-2003

Board of Secondary Education

Personal Information

Father Name: Mr.Dunger Mal Sharma

Mother Name: Mrs Usha Sharma

Material Status: Single

Nationality –Indian

Caste –Hindu (Brahmin-Sevag)

DOB-29th May-86

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

(Geetanjali Sharma)

