

Sheenu Sharma

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HR Professional

Recruitment | Payroll | Personal Management | Induction | Training & Development |Administrative responsibilities

Reliable, energetic and resourceful HR Executive professional with over six years of experience out of which three years of experience in Administration, Talent Acquisition, Induction, HR Coordination, Performance Appraisal, Training & Development, Payroll Processing, etc. Ability to work in pressure to meet deadlines. Looking forward to the opportunity to prove my knowledge and skills.

WORK EXPERIENCE

Howell Protection Systems (India) Pvt. Ltd.- Okhla, New Delhi

May 2017 - PRESENT

HR Executive

Below are my responsibilities:

- Recruitment planning
- Writing up job descriptions.
- Job posting
- Searching
- Screening
- Collecting, sorting any incoming job applications.
- Conduct Telephonic interviews
- Coordination in F2F interview
- Handling new hire paperwork
- Maintaining employee personnel files.
- Organizing inductions and training for new employees
- Developing employment related records.
- Updating employee records with holiday requests, payroll changes and any leave due to illness.
- Coordinating holiday and sick pay.
- Prepare late coming report
- Other monthly and yearly reports
- Handling pantry and stock of commodities
- General Administration activities
- Conveyances and expenses of staff
- Grievance handling at prior level
- Assistance in the retention of existing employees, who want to leave the Organization
- Paperwork and surrender of accessories from those who are leaving the Company.
- Assisting in directing and implementing training programs.
- Providing clerical and administrative support to staff of the Human Resources department
- Coordinating activities between the company and outside parties.
- Help in decision making to senior HR Managers.
- Taking minutes of the meetings
- Distributing agendas
- Updating the HR calendar with important dates.
- Following up all human resource calendar activities.
- Making attendance for Pan India Staff.

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- Payroll
- Mail communication with candidates
- Dealing with employee complaints and grievances.
- Ensuring the confidentiality of sensitive information.
- Keeping bulletin boards up to date with current information.
- Responding to letters, emails and general correspondence.

CONCEPT BIU Pvt. Ltd.- Okhla, New Delhi

April 2014 - May 2017

Media Executive

Below were my responsibilities:

- To understand the News requirement of Client.
- And his interest, what type of PR news he wants.
- Fetching News.
- Prepare them as per the length.
- And upload carefully on software.
- Handle back-tracking News for Clients.
- Close the report within the stipulated time.

EDUCATION

- **Bachelor of Business Administration – Entrepreneurship** – Madurai Kamraj University, Tamil Nadu, India

Graduation – August 2018 (Correspondence)

- **Master of Business Administration – HR** – Symbiosis University, Pune, India

Post-Graduation – December 2018 to November 2020

- **Information & Technology Course** – New Delhi

Diploma completion year – 2014

- **HR Management Course** – Alison, Galway, Ireland

Certificate completion year – Jun 2020 (online)

- **HR Management Course – (HR for People Managers Specialization)-** Minnesota, US

Certificate completion year – Dec 2020 (online)

- **Certificate in English (Advance Vocabulary and Grammar)** – (Coursera)

Certificate completion year – Jan 2021 (online)

TECHNICAL SKILLS

- Proficiency of Microsoft Office programs (Word, Excel, PowerPoint)
- Comfortable working in both Microsoft Windows 10 and Mac OS X.
- Human Resource Information System (HRIS)
- Knowledge of Payroll Software
- Adobe Photoshop
- E-mail operations (others)
- Vendor management
- Outlook
- Time management software

VOLUNTEER EXPERIENCE

Care for Life Charitable Trust - Non-Profit Organization

May 2018 - PRESENT

- Volunteer support in Education and Food supply camps for children from urban slums and other vulnerable communities.
- And, Volunteer support in other Charitable activities to raise funds.

AWARDS AND HONORS

CONCEPT BIU Pvt. Ltd.- Okhla, New Delhi

- Won Best Performer monthly/ quarterly award for multiple times.

Howell Protection Systems (India) Pvt. Ltd.- Okhla, New Delhi

- Won Rising Star Award at Annual Day event of “Howell Protection Systems (India) Pvt. Ltd” in 2018.
- And Hall of Fame Award at Annual Day event of “Howell Protection Systems (India) Pvt. Ltd” in 2019.

LANGUAGE COMPETENCIES

- English : Fluent (speaking, reading, writing)
- Hindi : Native Language