

Rashmi Sharma

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Seeking Opportunities

●HR&AdminManagement ●Operation Management ●Recruitment Process

CAREER OBJECTIVE:

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work

EMPLOYMENT CREDENTIALS:

Company Name-: Pushpanjali Fair Trade

Designation-: HR Executive

Duration-: Nov 2022 to Till date

Key Responsibilities Area

- ❖ Recording,maintaining,monitoring attendance to ensure employee punctuality.
- ❖ Maintaining HR records, such as those related to compensation, health & medical insurance,workplace safety issues & office maintenance.
- ❖ CV/Resume collect by short interview before sending them for interview with Manager.
- ❖ Prepration of salary statement & salary slip.
- ❖ Maintaining & regularly updating master database of each employee.
- ❖ Record room maintenance.
- ❖ Inward/Outward register maintain.
- ❖ Keep an eye on employees performance & maintain their performance sheet.

Company Name-: Foot On Shoes

Designation-: Admin Manager

Duration-: July 22 to Oct 22

Key Responsibilities Area

- ❖ Supervising and leading all maintenance processes and operations.
- ❖ Conducting regular inspections of the facilities to detect and resolve problems.
- ❖ Planning and managing all repair and installation activities
- ❖ Assigning repair schedules and evaluating repair cost estimates
- ❖ Make monthly indent list of Pentry, House-Keeping, Electric
- ❖ Overseeing equipment stock and placing orders for new supplies when necessary
- ❖ Reporting to Owner

Company Name-: Career Launcher

Designation-: Centre Coordinator

Duration-:Dec 2016 toJuly 2022

Key Responsibilities Area

- ❖ Provide information on Career Launcher programs

- ❖ Counseling and effective follow up with prospects.
- ❖ Convince students to enroll for Career Launcher courses.
- ❖ Responsible for operations processes and formalities at the center.
- ❖ Mentors students through resolving queries and other problems.
- ❖ Responsible for upkeep of Data
- ❖ Advise students on career choices.
- ❖ Coordinate communications to the students regarding such things as registration, batch transfer.
- ❖ Coordinate with parents, faculties & head office.
- ❖ This include the maintenance of a student list, fee collection etc.
- ❖ Reporting to Centre Director & Centre Head.

Company Name-: T.I.M.E. Institute Pvt.Ltd.

Designation-: Student Retention Executive

Duration-: Mar 2016 to Dec 2016

Key Responsibilities Area

- ❖ Counsel and advise students, individually or in groups.
- ❖ Review academic records as required for students with academic difficulties, transfer students.
- ❖ Prepare, organize, and maintain appropriate resources, reports.
- ❖ Assist with administrative responsibilities as assigned.
- ❖ Coordinate communications to the students regarding such things as registration, batch transfer.
- ❖ This include the maintenance of a student list, fee collection etc.
- ❖ Reporting to Centre Director.

Company Name-: Ishan Ceramic Pvt. Ltd.

Designation-: Hr/Admin Executive

Duration-: June 2015 to Mar 2016

Key Responsibilities Area

- ❖ Organize and maintain file and records.
- ❖ Check emails and forward the same to different department accordingly.
- ❖ Managing the day-to-day operations of the office.
- ❖ Keep a check on the office supplies; monitor the in flow and out flow regularly, and maintain records.
- ❖ Supervise the housekeeping staff.
- ❖ Ensures the Administrative Offices, Reception Area are kept clean and organized.
- ❖ Short listing, co-ordination, scheduling & interviewing candidates to assess skill match.
- ❖ Conducting telephonic or personal interviews with the candidates & getting preliminary information regarding salaries, availability, Notice period, experience, expected ctc etc.
- ❖ Issuing offer letters & appointment letters to new employees.

- ❖ Standardized the joining formalities process of new employee,(Emp code , ID cards, Stationery, Bank Accountetc)
- ❖ Maintain Appraisal details (Half day, Leave day, Late days etc.) & forwarding it to the HOD for the further procedure.
- ❖ Handling sensitive information in a confidential manner
- ❖ Create and maintain database records
- ❖ Reporting to HR Manager

Company Name-: Expressworks Consultancy

Designation-: HR Recruiter

Duration-: From Aug2013 to Feb 2014

Key Responsibilities Area

- ❖ Sourcing Candidate through web portals.
- ❖ Referring Internal Database, Employee referrals etc.
- ❖ Screening & short-listing candidates profile as per the requirements of clients.
- ❖ Co-coordinating with candidates for interview & conducting telephonic interview before short listing candidates.
- ❖ Interacting with candidate, doing initial screening. Understand their competencies & skill sets, making them understand job role.
- ❖ Providing complete, accurate, and inspiring information to candidates about the company and position.
- ❖ Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions, and expectation.
- ❖ Co-coordinatingwiththecompanyand withcandidatesaftercompanyselectsthecandidate.
- ❖ Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

➤ ***Working as Admin Executive In Goyal Institute:--From Dec 2012 to July2013***

ACADEMIC QUALIFICATION:

- ❖ **B.Sc (Biology)** with IInd Div.from R.B.S.College, Agra in **2008**.
- ❖ Passed **12th** in Science stream with Ist Div. from U.P. Board in **2002**.
- ❖ Passed **10th** in Science stream with IIIrd Div. from U.P. Board in **2000**.

PROFESSIONAL QUALIFICATION:

Completed **M.B.A in H.R** from Manav Bharti University, Himachal Pradesh in **2013**.

PROJECT UNDER TAKEN

Summer training in **AIRTEL** at Gurgaon on **"INDUCTION"**

COMPUTER SKILLS:

- ❖ Diploma in computer application.
- ❖ Knowledge of MS-Office & Internet.

STRENGTHS:

- ❖ Positive attitude.

- ❖ Good communication skill
- ❖ Quick learner

ACHIEVEMENTS:

Actively participated in social & cultural events

PERSONAL DETAILS:

Father's Name : Mr.A.K.Sharma
Husband Name : Mr. Nitin Rahinwal
Date of birth : 25-04-1986
Gender : Female
Marital status : Married
Nationality : Indian
Linguistic ability : Hindi and English
Hobbies : Listening Music &Dancing

I hereby declare that the information given above is mentioned true and correct to the best of my knowledge and belief.

Place: Agra

RASHMI SHARMA

