

DIVYA SHARMA

Mobile: +91-9810161898

Ph:- 011-27568768

Email: divyasharma170@gmail.com

Aspiring for challenging assignments in Human Resource Management in a reputed organization. Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

CAREER CONSPECTUS

9+ years of experience in the areas of:

Recruitment	HR Policy Formulation	Talent Acquisition
Employee Welfare	Competency Mapping	Grievance Handling and resolution
Payroll	Training & Development	Performance Management
MIS Reports	Handling multiple stakeholders	Manpower Planning

WORK EXPERIENCE AND KEY RESPONSIBILITIES

Organization **BoConcept(Zoe) India Pvt. Ltd. – 2nd March'20 – 10th April'20**

Title **Sr. HR Manager**

Responsibilities Talent Acquisition, Policies Formulation & Execution, Induction, Training Development Employee Relations & Welfare Initiative, MIS, Performance Management and Grievance Handling.

Organization **Zillious Solutions Pvt. Ltd. – 11th June'18 – 28th Feb'20**

Title **HR Manager**

Responsibilities Manpower/ Recruitment Management, Induction, Training & Development Employee Relations & Welfare Initiatives, Developmental workshops, MIS, Performance Management and Grievance Handling.

Onboarding, Talent Acquisition, Campus Placement, Performance Appraisal, Payroll Inputs.

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment.
- Carrying out induction / orientation program to the new recruits.
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records etc.

Organization **Sight and Sound India Pvt. Ltd. – 1st Oct'15 - 9th June 2018**

Title **HR Manager**

Responsibilities Manpower/ Recruitment Management, Induction, Training & Development
Employee Relations & Welfare Initiatives, Developmental workshops, MIS,
Performance Management, Administration and Grievance Handling.

Talent Acquisition, Induction, Joining Formalities & Grievance Handling

- Responsible for screening, sourcing and organizing interviews.
- Lead employment branding initiatives.
- Managing vacancy intake sessions with management to gain a detailed understanding of the candidate and role profile and to advise on sourcing strategy.
- Management of the complete recruitment life cycle for sourcing the best talent from diverse sources after getting the requisitions.
- Drafting job description, KPI and KRA's in line with organizational requirements.
- Collaborating closely with the Direct Recruiters to promote non-agency supply and shape suitable sourcing strategies to identify the best external talent in the market.
- Attending role briefings with the hiring manager in order to gain an in-depth understanding of the role and agree the optimal sourcing strategy
- Engaging with Senior Management to obtain feedback through each stage of the process.
- Sourcing right candidates from various portals like Naukri/ Times etc. and regular job posting.
- Working out on remuneration policies, including pay packages for newly hired employees & executing the same.

Employee Engagement & Employee Relations

- Formulation & implementation of employee engagement activities.
- Organizing Events on Festivals, Birthdays, Company Outings and Dinner.
- Making full and final, issuing relieving letters, experience letters to employees.
- To brief employees about company policies and rules to be followed through policy manuals and employee handbooks.

Compensation Planning and Performance Appraisal

- Coordinating in formulation and implementation of increment, incentive & remuneration policies
- Managing Appraisal process across the levels and establishing framework for substantiating
- Performance Appraisal system linked to Reward Management.
- Providing strategic support in the implementation of performance management system.

Training and Development

- Arranging for induction and orientation programs for the newly recruited candidates for making them familiar with company culture and activities.
- Identify training gaps and inculcate professional competencies amongst the staff enabling their professional development and adding value to the organization's human resource.
- Delivering training on interpersonal skills, soft skills, time management, team building, customer service, communication etc.

Organization **TT Services Pvt. Ltd. – 15th April'13 to 30th Sept'15**
Title **Corporate Communication Analyst**

Job Summary :

- Supported in entire recruitment cycle right from sourcing, screening, shortlisting and selection of candidates.
- Determining current staffing needs and producing forecasts.
- Developing talent acquisition strategies and hiring plans.
- Identify ways to improve policies and procedures.
- Ensuring accurate and consistent communication with employees through several channels, such as a staff intranet, email bulletins, social media and regular newsletters.
- Research on visa requirements of various countries, Drawing out visa outsourcing tenders from different web portals and embassy websites.
- Create, implement and oversee communications programs, be it internal or external, that effectively describe and promote the organization and its products.
- Gathering data and information related to visa, market trends, immigration policies etc. Analyzing visa requirements of different countries, creating database and reports to provide a base for higher management to make strategies.

Organization **Group 4 Secure Solutions – 1st Jan'10 to 13th April '13**
Title **Executive Officer - HR (1st Jan'10 to 16th Sept'11)**
Title **Sr. Executive - HR (17th Sept '11 to 13th April' 13)**

Job Summary :

- Recruitment, shortlisting of candidates and taking telephonic interviews.
- Issuing Appointment Letter, Joining Formalities, Reference check and Exit Formalities etc.
- Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.
- To impart and conduct Training, Development & Orientation of indirect staff of Delhi Region.
- Maintaining MIS, conducting performance appraisals and review.
- Making full & final as well as gratuity of resigned, superannuated and terminated candidates.
- Handling Grievances of direct and indirect employees.
- I was also handling transfer, superannuation cases related to employees.
- To coordinate with HR Department and other respective branches to ensure smooth functioning and positive results.
- Managing housekeeping activities, security, canteen, uniforms.
- Maintenance of attendance record, leave record, controlling absenteeism through daily analysis and motivation
- Maintaining various HR registers, files and inspection books.
- Preparing salary sheets of staff and payment of bonus to employees.
- Organizing employee engagement activities.

EDUCATION/ACADEMICS

Educational Qualification	University/College/School	Stream/Subject	Year	Percentage/ CGPA
MBA	I.P. University/ Rukmini Devi Institute of Advanced Studies	HR	2008-10	71
B.A.	Delhi University, Miranda House	Arts	2007	63
Diploma in I.T.	Lal Bahadur Shastri Polytechnic	I.T.	2008	71
12 th	Central School	CBSE	2004	77.4

CORE STRENGTHS

Ambitious
Self-motivated
Dedicated

Good Communication Skills
Strong Influencing Skill
Effective People connect

Highly Optimistic
Confident
Result Oriented

COMPUTER PROFICIENCY

Well versed in Windows-98, XP & MS-DOS. Proficiency in entire MS-Office Suit. Sound understanding of Internet Tools. Tally, PageMaker, Corel Draw, and Programming Languages like - C, C++, Visual Basic, JAVA, Oracle.

PERSONAL DETAILS

Date of Birth : 25th April. 1987
Mother's Name : Mrs. Aarti Sharma
Father's Name : Mr. Rajeev Sharma
Permanent Address : C-54 Farmers Apartment Sector-13 Rohini New Delhi.

Date:

(DIVYA SHARMA)

