

DIVYA SHARMA

Email:

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Phone No: +91-8381944010

Self Analysis:

- Hard working, dedicated and self enthusiastic.
- Basically a “learner” with a diligent and “can do” approach.
- Optimistic and result oriented mind.

Hobbies:

Fond of exploring new places, Volunteer work, Dancing.

Permanent Address:

24/13 block-3 govind nagar,
Kanpur-208006, Uttar Pradesh

CAREER OBJECTIVE

In quest of career with an organization of repute where my skills, knowledge and competencies can be utilized in challenging assignments and developments of organization.

EXPERIENCE

Worked as “HR Executive” in **NSPL (Netropic Solution Pvt Ltd. Kanpur) from (Jan to May 2019).**

Roles & Responsibilities:-

- Identifying the requirements of client companies.
- Preparing Job Description according to requirement.
- Sourcing candidates from various job portals i.e.,(Nauri.com, Quikr, Placementindia.com, timesjob)
- Taking telephonic interviews, email JDs to candidates
- Taking follow ups & preparing database.
- Preparing salary structure.
- Arranging meetings with clients.

INTERNSHIP

HR Training with Grand Slam Fitness Pvt. Ltd. (Noida) from June to Aug 2018.

Roles & responsibilities: Recruitment & Selection, Salary structure, Tracking sales team daily & weekly performance, organizing events, arranging meetings and follow ups.

ACADEMIC QUALIFICATION

- MBA in HR & Marketing from **Axis institute of planning & management (AKTU).**
- Bachelors from **Jagran College of arts, science & commerce, Kanpur (CSJMU).**
- Intermediate from UP BOARD.
- High school from UP BOARD.

COMPUTER LITERACY

- **Operating System:** Windows and Ultimate.
- Professional diploma in computer application and management.

EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Worked as an active member in the college fest ‘SAMANVAY’.

Personal Data:

Father's Name : Mr.B.R Sharma

Date of Birth : 11th oct 1996

Gender : Female

Nationality : Indian

Marital Status : Single

Proficiency : English, Hindi.

- Participated in Biz Map “Business Simulation Game” organized by **All India Management Association (AIMA)**.
- Participated in brand craft, “Brand sustainability in the 21st century.
- Participated in the technical event “BUILDTECH-CHARETTE”.
- Bagged second prize in fashion show “FRESHERS-FRINZZ” held at college.
- Actively participated in various debate competitions and other curriculum activities at School and College level.
- Actively attend all the seminar related to management.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

Place: Kanpur

Date:

(Divya Sharma)

