**Kalpeksha Sharma**

S 40, uppal southend, sector 49 Gurgaon-122008

**Contact No. +917688987102**

**kalpeksha.sharma2012@gmail.com**

**Career Objective**

To work with leading companies and to use my analytical thinking to the best of my ability

Combined with perseverance, so as to contribute to the organization's growth and goal, as well as to attain my professional goal.

**Educational Qualification**

|  |  |
| --- | --- |
| MBA previous ( Jaipur National University) (HR)  | 2019 |
| M.Com Accounts ( Rajasthan University)  | 2016 |
| B.Com (Rajasthan University )  | 2014 |
| Senior Secondary( CBSE)  | 2011 |
| Secondary(RBSE)  | 2009 |

**IT Skills**

● M.S. Office

● Internet Operations

● R.S.C.I.T by RKCL computer course

**SKILLS**

● Good Communication Skills.

● Have high level of persuasiveness.

● Can work effectively in a team, as well as individually.

● Have good interpersonal skills.

● Strong decision making and problem solving ability.

**WORKING EXPERIENCE**

**● AR Trans India Logistics. :-**

AR Trans India was established in 2000 and has ever since been a leading logistics service provider. We have built a reputation of reliability in transportation of goods and parcels locally and nationally due to our professional approach, competitive pricing and large network. we provide our clients flexible, responsive and affordable services that they deserve. We use our deep operating knowledge to offer extraordinary solutions as unique as our client’s needs.

Designation. : HR executive

**\* Work Profile**

1. Handling Employee Engagement activities.

2. Manage Time Management during activities.

3. Employee Welfare (Birthday/Anniversary celebration)

4. System Maintenance in manually or in excel both.

5. Admin (stationery check)

6. HR Task Sheet Updated In drive

7. Scheduling & taking interviews of junior and middle level candidates.

8. Handle end to end recruitment process.

9. Documentation for new joiner & preparing joining kit.

10. Handling Grievances & compliance of Non billable resources.

11. Preparation of offer letter, training letter, Training completion certificate & NDA.

Duration. : July 2019 – Till Now

**● Teckmovers solutions Pvt Ltd. :-**

Teckmovers solutions Pvt Ltd is an I.T company which works in website designing, digital marketing

and mobile application.

Designation. : HR assistant

**\* Work Profile**

1. My work is to coordination with staff about their project delivery.

2. Maintain attendance and leave management.

3. Maintain exit procedure & formality.

4. Taking care of sales and management team.

5. Conducting interviews and also taking care of hiring process.

7. Maintaining employee data and Document on HR portal.

8. Day to day administration management.

9. Maintaining daily excel sheet of project payments details.

10. Maintain HR portal with leaves and document management.

Duration. : Aug 2017 - April 2019

**Personal Details**

Date of Birth December 25 1994

Father’s Name Mr. Dinesh Kumar Sharma

( Govt. Employee)

Mother􀀀s name Mrs. Shashi Sharma

Marital Status Unmarried

Interest Listening Music, Dance and travelling

Permanent Address 3 Ka129-130 Shivaji Park Alwar Raj.

**Declaration**

I hereby declare that all the information given above is true and I hold the responsibility of its

authenticity.

Date-

PLACE