**Resume**

**Priya Sharma**

## Current Address: Permanent Address:

Malik Timber, Gali No.8, Kashipur,

Madanpuri, Gurgaon, Haryana Dist- Udham Singh Nagar,

Mob: +91-9910862960 Pin- 244713, Uttarakhand, INDIA

Email: [priya11sharma02@gmail.com](mailto:priya11sharma02@gmail.com)

Contribute to the goals of the organization through service to the best of my ability, Knowledge while holding the integrity and values of the organization.

**PROFESSIONAL EXPERIENCE**

# Work Experience: -

# Jumps Auto Industries Ltd., Gurgaon

# HR Executive (February 2018 till current)

* Provide quality candidates for hiring managers by assessing hiring needs through detailed job qualifications and candidate testing
* Source and identify candidates through job portals and referrals
* Interview candidates by phone to evaluate applicant's work history, education, job skills, and qualifications against open requirements
* Schedule interviews and coordinate candidates by providing them with relevant timeslot information
* Conducting employee orientation and facilitating newcomers joining formalities
* Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
* Preparing letters such as offer, confirmation, relieving and experience
* Implementing and administering performance management processes as per the PMS policy and timelines
* Preparing training calendar and conduct training as per the calendar
* Organizing Employee Engagement Activities

**Skycity Hotels Pvt. Ltd, Gurgaon**

## (HR Executive) November 2017 to February 2018

* Managing the full recruitment cycle, including sourcing, screening and interviewing candidates
* Handling leave record and managing attendance
* Maintaining personal files of employees and documentation Assisting in salary process
* Assist in monthly PF and ESI Challan Updation.
* Handling the exit formalities.

# Hotel Country Inn & Suites by Carlson, Sec-12, Gurgaon

## JOB PROFILE (Trainee HR) June 10, 2015 to January 16, 2016

* Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
* Making sure that all employee records are accurate and well maintained. Assisting in organizing induction ceremonies and training for new staff.
* Compiling the following data about employees: payroll - such as hours worked, attendance and leave records.
* Setting up and maintaining employee’s personnel files.
* Updating both manual and electronic personnel records when employee’s personal details change.
* Involved in the performance review of staff. Issuing pay-slips.
* Finalizing paperwork for when a member of staff leaves employment.
* Researching employee references and academic qualifications.
* Assisting with the recruitment and selection process.
* Involved in the disciplinary and grievance procedure.
* Manning all Industrial trainee related activities.
* Coordinating employee engagement activities.
* Assist in monthly PF and ESI Challan Updation.
* Handling the exit formalities.

# EDUCATIONAL QUALIFICATION

* Pursuing PGDBA in HR from SCDL, Pune
* B.com from Delhi University in 2016
* 10 + 2 passed from C.B.S.E Board in 2013

# PERSONAL DETAILS

Date of Birth : Feb 11, 1996

Father’s Name: Mr. Anil Kumar

Marital Status : Single

Languages Known: English & Hindi

Hobbies : Listening to music, singing

# I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.

**Date:**

**Place: Priya Sharma**