

PALAK SHARMA

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Mob no: +918795583740, 9026302679

CAREER OBJECTIVE:

To seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization

WORK EXPERIENCE:

- Ample leap cognition & technologies Pvt Ltd.
HR Executive(Recruitment) (July 21-Till date)
- Adsol Incorporations.
HR Executive (Aug 20- April 21)
- Maxipay (Maxi Multiservices Pvt. Ltd.)
HR Executive. (JUN 2019- JUN 20)

DUTIES

- Convey the Policies and rules to the employees.
- Maintain the personal records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of HR manager.
- Handling the Recruitment for Primary levels of the entire company as well as subsidiary company
- Assisting management in salary fixation for a given job according to experience & qualification
- Coordinated during Walk-in-interviews.
- Complete joining formalities and all documentation requirements.

Address:-

Near IIM, Maa Ambey
hospital, Bithauli Crossing
Lucknow

SKILLS:

- Quick Learner
- Leadership
- Interpersonal skills
- Problem-solving
- Reliability
- Creative & Initiative
- Decision making.

SUMMER INTERNSHIP:

Summer Internship on
“HR Practices” from Coral
Laboratories
Pvt.Ltd.(Pharmacity) ,Dehradun.

INDUSTRIAL VISIT:

- Gyan Dairy Milk,
Lucknow.(2018)
- Bajaj Hindustan Sugar
Ltd. Palia Kalan.(2019)

HOBBIES:

- Watching Movie
- Dancing
- Listening Songs
- Playing Games

JOB RESPONSIBILITIES

1. Recruitment

- ❖ Resourcing, screening and short listing resumes through various job portals.
- ❖ Short listing the resumes based on the job requirement.
- ❖ Conducting telephone and Personal interviews with the HR.
- ❖ Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. HR Administration

- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, relieving letter e.t.c.

CORE COMPETENCIES

- ✓ Recruitment & Retention.
- ✓ Training & Development.
- ✓ Leading Negotiation.
- ✓ Team building & Team working.
- ✓ Induction & Onboarding.
- ✓ Employee Relations.

ACADEMIC QUALIFICATION

- Master of business administration in H.R from AKTU, University Lucknow (2017-19)
- Bachelor of commerce from CSJM (Kanpur university), Sitapur (2014-17)
- Intermediate from ISC BOARD, New Delhi, Palia kalan (2014)
- High school from ICSE BOARD, New Delhi ,Palia kalan (2012)

LANGUAGES:

- Hindi
- English

EXTRA CURRICULAR ACTIVITIES:

- Member of the organization committee of the Youth Festival.
- Participation in various Sports & cultural activities at school & college level.
- Receive many awards & certificates in college level.
- Played the role of Event Coordinator for organized the various events in SRIJAN college function.

PERSONAL DETAILS:

Father's Name - Shri Bhagwan
Sharma.

Mother's Name - Mamta
Sharma

Date of birth - 07- Feb- 1997

Gender - Female

Nationality - Indian

Marital Status - Unmarried

Permanent Address-

Bazar Ist Jama Masjid,

Distt-Lakhimpur kheri

Palia Kalan kheri

COMPUTER PROFICIENCY

- Basic Computer
- MS Office
- Tally
- Course On Computer Concept (CCC)

DECLARATION: -

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information.

PALAK SHARMA

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