



# Pragya Sharma

## HR Executive

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 organisation.

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## EDUCATION

### MBA

IMRT Business School

08/2018 - 09/2020

71.7%

### B.Com Hons.

Modern Girls College of Professional Studies

08/2015 - 06/2018

70.6%

### 12th

Brightland Inter College

04/2014 - 06/2015

75.6%

### 10th

Brightland Inter College

04/2012 - 06/2013

77%

## WORK EXPERIENCE

### HR Executive

Thakur Publication Pvt. Ltd.

01/2021 - Present

Lucknow

#### Roles and Responsibilities

- Managing daily Office work (including paper work).
- Actively taking care of HR Activities.
- Taking care of the on-boarding and induction for the new hires.
- Documentation related to appointment, appraisal etc. of employees.
- Maintaining the database and updating it regularly.
- Clarifying employees about policies, procedures and processes.
- Attending employees' grievances and complaints; providing guidance if necessary.
- Giving huge attention on-campus hiring while doing mass recruitments.
- Posting advertisements for new employees in newspapers and on the Web Portals. Approaching employment agencies for various specialized postings.
- Reviewing and updating the performance of Marketing Executives in various branches.

## SKILLS

HRIS Knowledge

Recruitment and Selection

Onboarding

Training and Development

Employee Compliance

Exit Formalities

Document Management

Employee Engagement

Performance Management

HR Administration

Grievance Handling

Leave Management

## INTERNSHIP

Mahendra Education Private Ltd. (05/2019 - 07/2019)

Recruitment and Training

## CERTIFICATES

Volunteered for Founders Day Celebration (2019).

Participated in Seminar of Cashless Transactions.

Participated in Jaipuria Quiz League 2017.

Participated in Jaipuria Quiz League 2018.

Member of organizing committee "Invigoration" (2018).

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency