



Post-Graduation in Human Resource Management with over 6+ years of experience in Recruitment, Performance Management, Leave and Attendance Management, Compensation and Benefits, Payroll, General administration. Skillful in implementing HR systems and policies and support to management and employees executing on talent strategy throughout the year.

PRAMOD SHARMA

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West Vinod Nagar, New Delhi - 110092

Skill Highlights

- HR Management
- Employee Onboarding
- Payroll coordination
- Employee Relations
- Performance Management
- Compensation & Benefit
- Analytical Approach

Languages

Hindi – proficient
English – Moderate



Work History

12/2018 to till date

Sr. HR & Admin Executive – Hum Fauji Financial Services Pvt Ltd, New Delhi.

- Responsible to Setup the HR department in organization.
- Effectively worked with CEO & Management Committee in rolling out the HR policies and strategies during the organization restructuring.
- Developed & successfully implemented 'Help Desk System', which solved the operational problems of employees.
- Implemented proper payroll system and responsible for overall process of Payroll.
- Introduced hierarchy system for flow of information and follow-up.
- First point of contact for any issue/suggestions/complaints/enquires.
- Recruited and interviewed candidates; provided management with hiring recommendations.
- Coordinated the hiring process, including pre-employment background, employment verification and reference checks, negotiating salary offers, and issuing job confirmation letters and other internal communications. Conducted new hire orientation.
- Provides support and assistance to management on handling and resolving Human Resources issues.
- Playing instrumental role in initiating, designing and establishing HR systems, process & HR manuals.
- Organized training schedules for new and existing staff and kept training records up to date.
- Maintaining Employee Files and Database.
- Compose workplace code of conduct, disciplinary policies, leave policies.
- Maintenance of Leave ledger, Holidays list, Roster off Plan and Attendance Management.
- Timely payment of the salaries, bonuses, incentives, gratuity and increments (if any) of employees.
- Prepared KRAs, JDs for all departments with implementation of effective Annual Appraisal System for performance review and appraisal process.
- Analyze the modification in existing reward system and developed and implemented the new rewards and recognition programs and initiatives under the guidance of CEO & COO.
- Responsible for conducting surveys as and when required.

Software & Computer Highlights

2010
Diploma in Information & Technology from
Hiltron Calc, Kashipur (Uttarakhand)

2011
Fundamental COGNOS software training from
IBM.

Certifications

2018
HR Generalist training from SLA Consultancy,
Laxmi Nagar (Delhi).

11/2012 – 08/2013
Worked as an executive trainee with P.N
Sharma & Associates (New Delhi)

2011
Summer Internship in HRM from Flexi Tuff Ltd,
Kashipur (Uttarakhand).

Extra-Curricular Activities

- Participated in “Operations Eye of the Tiger” organized by Corbett National Park (Uttarakhand) in 2005.
- Participated in “Vanya Prani Saptah” organized by Kalagarh Tiger Reserve in 2005.
- Participated in Yearly “Scientific Awareness” program conducted by ONGC in 2004.

Personal Dossier

Father Name – Mr. R. C Sharma
Date of Birth – 29th September, 1989
Marital Status – Married
Gender – Male
Nationality – Indian

(PRAMOD SHARMA)
Place: New Delhi

- Co-ordination with statutory consultant regarding statutory compliances.
- Preparation of HR policies in line with the business and organization requirement with modification in existing policies.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Responsible for developing the new employee welfare activities.

11/2013 to 12/2018

Assistant Manager HR – Generix Lifesciences Pvt. Ltd, New Delhi.

- Analyzing the requirement of organization and filling up the positions with hiring team.
- Lead entire Pre and post joining formalities.
- Responsible to maintain complete joining and exit formalities.
- Responsible for Enroll the employee in different systems, like attendance, ERP, payroll, PF, ESI etc.
- Maintaining Employee Files and Employee Database.
- Preparation of HR related documents like Offer letter, joining letter, Non-disclosure agreements, confirmations letters, transfer letters, etc.
- Leave, Holidays and Attendance Management.
- Assist the accounts department for payment of the salaries of employees.
- Assisting account departments in calculation of Bonuses, incentives, gratuity and increments etc.
- Responsible for employee’s insurance/Mediclaim policies. (Renewal, new policy and handover the policy of exit employees).
- Taking care of annual appraisal, performance review and promotions process.
- Ensure exit formalities including exit interview, PF withdrawal and Full and Final settlement are completed timely.
- Scheduling review / interview and other meetings.
- Update/Modify HR policies in line with the business and organization requirement.
- Developing the HR plans and policies in conjunction with the company’s overall development plan.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Handling the employee grievances at first level.
- Employee welfare activities.
- Coordinating/managing vendors.
- Make the coordination with various departments.
- Introduced App based Reporting system for all Sales Team.



Education

2010-2012
MBA: Human Resource Management, IMT Kashipur, Affiliated to
Uttarakhand Technical University, Dehradun (Uttarakhand)

2006-2009
B.Sc: RHGPG College, Affiliated to Kumaun University, Nainital
(Uttarakhand)

2006
Intermediate: GIC Shankarpur, Affiliated to Uttaranchal Board

2004
Highschool: GIC Shankarpur, Affiliated to Uttaranchal Board