

DIVYA SHARMA

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Aspiring for challenging assignments in Human Resource Management in a reputed organization. Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees.

CAREER CONSPECTUS

12 + years of experience in the areas of:

Recruitment	HR Policy Formulation	Talent Acquisition
Employee Welfare	Competency Mapping	Grievance Handling and resolution
Payroll	Training & Development	Performance Management
MIS Reports	Handling multiple stakeholders	Manpower Planning

WORK EXPERIENCE AND KEY RESPONSIBILITIES

Organization Thinkthrough Consulting – 1st Feb '21 – 7th Oct 2021

Reason for searching another Opportunity-Target oriented profile (it wasn't informed during joining). Also I had some health issues due to which I left job.

Title	Manager Talent Acquisition
Responsibilities	Client Management, develop a sustainable talent acquisition and hiring plans and strategies, headhunting, internal assessment of CVs received from clients, impact assessment, using candidate databases to match the right person to the client's vacancy and managing a team of recruiters.

Organization BoConcept (Zoe) India Pvt. Ltd. – 2nd March'20 – 10th April'20

Reason for searching another opportunity- Lost my job due to covid.

Title	Sr. HR Manager
Responsibilities	Talent Acquisition, Policies Formulation & Execution, Induction, Training Development Employee Relations & Welfare Initiative, MIS, Performance Management and Grievance Handling, Payroll Management, played role of HR Business Partner.

Organization Zillious Solutions Pvt. Ltd. – 11th June'18 – 28th Feb'20

Title HR Manager

Responsibilities Manpower/ Recruitment Management, Induction, Training & Development
Employee Relations & Welfare Initiatives, Developmental workshops, MIS,
Performance Management and Grievance Handling.

Onboarding, Talent Acquisition, Campus Placement, Performance Appraisal, Payroll Inputs.

- Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives.
- Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection and appointment.
- Carrying out induction / orientation program to the new recruits.
- Updating all new staff details in HRMS (Human Resource Management System)
- Developing & maintaining MIS reports and other operation reports which involves processing daily attendance, updating leave records etc.

Organization Sight and Sound India Pvt. Ltd. – 1st Oct'15 - 9th June 2018

Title HR Manager

Responsibilities Manpower/ Recruitment Management, Induction, Training & Development
Employee Relations & Welfare Initiatives, Developmental workshops, MIS,
Performance Management, Administration and Grievance Handling.

Talent Acquisition, Induction, Joining Formalities & Grievance Handling

- Responsible for screening, sourcing and organizing interviews.
- Lead employment branding initiatives.
- Managing vacancy intake sessions with management to gain a detailed understanding of the candidate and role profile and to advise on sourcing strategy.
- Management of the complete recruitment life cycle for sourcing the best talent from diverse sources after getting the requisitions.
- Drafting job description, KPI and KRA's in line with organizational requirements.
- Collaborating closely with the Direct Recruiters to promote non-agency supply and shape suitable sourcing strategies to identify the best external talent in the market.
- Attending role briefings with the hiring manager in order to gain an in-depth understanding of the role and agree the optimal sourcing strategy
- Engaging with Senior Management to obtain feedback through each stage of the process.
- Sourcing right candidates from various portals like Naukri/ Times etc. and regular job posting.
- Working out on remuneration policies, including pay packages for newly hired employees & executing the same.

Employee Engagement & Employee Relations

- Formulation & implementation of employee engagement activities.
- Organizing Events on Festivals, Birthdays, Company Outings and Dinner.
- Making full and final, issuing relieving letters, experience letters to employees.
- To brief employees about company policies and rules to be followed through policy manuals and employee handbooks.

Compensation Planning and Performance Appraisal

- Coordinating in formulation and implementation of increment, incentive & remuneration policies
- Managing Appraisal process across the levels and establishing framework for substantiating
- Performance Appraisal system linked to Reward Management.
- Providing strategic support in the implementation of performance management system.

Training and Development

- Arranging for induction and orientation programs for the newly recruited candidates for making them familiar with company culture and activities.
- Identify training gaps and inculcate professional competencies amongst the staff enabling them professional development and adding value to the organization's human resource.
- Delivering training on interpersonal skills, soft skills, time management, team building, customer service, communication etc.

Organization **TT Services Pvt. Ltd. – 15th April'13 to 30th Sept'15**
Title **Corporate Communication Analyst**

Job Summary:

- Supported in entire recruitment cycle right from sourcing, screening, shortlisting and selection of candidates.
- Determining current staffing needs and producing forecasts.
- Developing talent acquisition strategies and hiring plans.
- Identify ways to improve policies and procedures.
- Ensuring accurate and consistent communication with employees through several channels, such as a staff intranet, email bulletins, social media and regular newsletters.
- Research on visa requirements of various countries, Drawing out visa outsourcing tenders from different web portals and embassy websites.
- Create, implement and oversee communications programs, be it internal or external, that effectively describe and promote the organization and its products.
- Gathering data and information related to visa, market trends, immigration policies etc. Analyzing visa requirements of different countries, creating database and reports to provide a base for higher management to make strategies.

Organization **Group 4 Secure Solutions – 1st Jan'10 to 13th April '13**
Title **Executive Officer - HR (1st Jan'10 to 16th Sept'11)**
Title **Sr. Executive - HR (17th Sept '11 to 13th April'13)**

Job Summary:

- Recruitment, shortlisting of candidates and taking telephonic interviews.
- Issuing Appointment Letter, Joining Formalities, Reference check and Exit Formalities etc.
- Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies, and other HR related documents.
- To impart and conduct Training, Development & Orientation of indirect staff of Delhi Region.
- Maintaining MIS, conducting performance appraisals and review.
- Making full & final as well as gratuity of resigned, superannuated, and terminated candidates.
- Handling Grievances of direct and indirect employees.
- I was also handling transfer, superannuation cases related to employees.
- To coordinate with HR Department and other respective branches to ensure smooth functioning and positive results.

- Managing housekeeping activities, security, canteen, uniforms.
- Maintenance of attendance record, leave record, controlling absenteeism through daily analysis and motivation
- Maintaining various HR registers, files and inspection books.
- Preparing salary sheets of staff and payment of bonus to employees.
- Organizing employee engagement activities.

EDUCATION/ACADEMICS

Educational Qualification	University/College/School	Stream/Subject	Year	Percentage/CGPA
MBA	I.P. University/ Rukmini Devi Institute of Advanced Studies	HR	2008-10	71
B.A.	Delhi University, Miranda House	Arts	2007	63
Diploma in I.T.	Lal Bahadur Shastri Polytechnic	I.T.	2008	71
12 th	Central School	CBSE	2004	77.4

CORE STRENGTHS

Ambitious	Good Communication Skills	Highly Optimistic
Self-motivated	Strong Influencing Skill	Confident
Dedicated	Effective People connect	Result Oriented

COMPUTER PROFICIENCY

Well versed in Windows-98, XP & MS-DOS. Proficiency in entire MS-Office Suit. Sound understanding of Internet Tools. Tally, PageMaker, Corel Draw, and Programming Languages like - C, C++, Visual Basic, JAVA , Oracle.

PERSONAL DETAILS

Date of Birth	:	25 th April. 1987
Mother's Name	:	Mrs. Aarti Sharma
Father's Name	:	Mr. Rajeev Sharma
Permanent Address	:	C-54 Farmers Apartment Sector-13 Rohini New Delhi.

Date:

(DIVYA SHARMA)

