**SHARDA DEVNANI**

**Contact:** +91-7906593588; **Email:** sdevnani01@gmail.com



23/04/2019

To,

Respected Sir/Madam,

I am submitting herewith my resume for your perusal and consideration for the post of Human Resource in your organization.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials will indicate that I am a qualified **Master of Business Administration (MBA) from MTU University with dual specialization HRM & Finance followed by Master of Commerce (M.Com) in Economic Group (Group – C) from Agra University** offering experience in **HR & admin function and Team Handling**; I possess knowledge of **formulating and implementing the HR Policies/ Procedures, Compliances, Standards and Principles.** I have also gained exposure in carrying out **HR functions, preparing quick, accurate MIS report.**

I am seeking a challenging job that would synergize my skills and knowledge with the objectives of the organization. Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability.

My basic objective is to hone in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

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**HUMAN RESOURCE**

*Seeking challenging assignments with an organization of repute across the industry*



**PROFILE**

* Sincere and detail oriented **HR and Admin function and Compliance Handling**; currently working with **K.B. Polychem (India) Ltd. ♦ Since Oct’18 to till Present.**

Payroll, Leave Record, Preparing Record of E.S.I., P.F., Recruitment of manpower as per company requirement, Consultant for placement, maintaining record of Gratuity, preparation of Bonus, full & final statement of exit employees.

* I possess knowledge of **formulating and implementing the HR Policies/ Procedures, Compliances, Standards and Principles.**
* Maintain employee’s master data.
* Maintain of Personal Files.
* Issuing different types letters like Agreements, Offer Letters, Appointment letter, Warning, Termination, Reliving, work ex. on request after verification.
* ESI – Generate challans, Insurance number, uploading the KYC.
* PF – Generate ECR, UAN Activation & generation, uploading KYC.
* MIS – Costing of various segments.
* Maintain Attendance record.
* Salary calculation
* Handling Legal & Factory Compliances.
* Administration works.

**Recruitment & Post Recruitment:**

* Sourcing resumes, short listing candidates.
* Conducting, scheduling and coordinating interviews as well as walk-in interviews.
* On boarding of new hires



**PROFESSIONAL EXPERIENCE**

**EPF, ESIC, Gratuity, Bonus, Salary Break up, Joining, Exit, Payroll, Maintaining Motivational Activities.**

**INTELENET GLOBAL SERVICES PRIVATE LIMITED. ♦ Executive-HR** ♦  **Since Sep’17 to Sep’18.**

* Ability to carry out **HR functions, preparing quick, accurate HR MIS report.**
* Good time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources.
* Induction & Orientation.
* Ensuring proactive Employee communication on organization’s process and policies.
* Managing employees connect by regular one-on-one and skip level meetings.
* Conducting various sessions like PMS awareness sessions/guiding principles etc.
* Driving all Employee engagements & Employee motivations Initiatives/Activities.
* Organizing Reward & Recognition.
* Responsible for employee relations and employee life cycle, provide HR advice to employees and business managers.
* Employee counselling and Grievance handling.
* Attrition Management.
* Responsible and managing complete cycle of IJPs.
* Responsible for effective execution of monthly/Quarterly programs.
* Handling employee’s queries & escalations.
* Manage entry to exit life cycle.
* Coordinating Full and Final settlement of the exiting employees.
* Retention: Carried out RAG analysis/abscondees call back.
* Separation: Due clearance, Exit interview.
* Forecasting Manpower planning.
* On boarding of new hires.
* Data analysis.
* Managing increment activities, Performance appraisal, PDR sheet.
* Coordinating for Goal sheet and get singed off with the employees.
* Responsible for various feedback survey on different stages.

**SOURCE INDIA SHOES, Noida ♦ HR Executive/Admin** ♦ **since Sep’15 to Sep’17.**

**SEA TV NETWORK LTD. ♦ Admin Head** ♦ **since June’12 to Mar’13.**

* Preparing salary sheet of the staff.
* Attendance and leave management.
* Controlling absenteeism of the employees daily analysis.
* Managing administration functions upkeep to office complex.
* Maintaining complete recruitment cycle through naukri portal.
* Managing increment activities, Performance appraisal.
* Arranging induction & orientation programs & bank Account opening for new joiners.
* Responsible for end to end joining and exit formalities.
* Managing training & development.
* Knowledge of Payroll management.
* Maintain inventory of office supplies and ensure that supplies are ordered on time.
* Grievances handling.
* Knowledge of complete PF & ESIC cycle.
* Conducting exit interview & updating records.
* Oversee office’s filing and record management needs.
* Maintaining proper records of the candidates in the database system of the organization.
* Handle telephone calls and relay messages to appropriate department or individual.

**Pratap University** ♦ **Admin cum Counselor Head.**♦ **June’09-May’12**

* Responsible for end to end counselling to admission cycle. Also responsible for after admission facilities and functions.
* Responsible for all Admin function.
* Organizing Seminar & Education fare.



**PROFESSIONAL CREDENTIALS**

**Master of Business Administration (MBA) in HRM & Finance, 2015** ♦ AKTU

**EDUCATIONAL CREDENTIALS**

**Master of Commerce, 2011** ♦ DRBRAU

**Bachelor of Commerce, 2009** ♦ DRBRAU

**Intermediate, 2006**

**Matriculation, 2004**

**Technical Skills**

MS Office, Outlook, MS PowerPoint and Internet Applications

Payroll, Scholar, Attendance, Savior Essl. Attendance Machine, Access portals (Naukri LinkedIn etc.)

Excel: - formulas including V-lookup, pivot table, Shortcut keys etc.



**Date of Birth:** 4th July 1988

**Place:** Agra

**References:** Available on request.