AYUSHI SHARMA

**Mobile**: 7906627084 \*[**Email**:ayushisharmambafm@gmail.com](mailto:ayushisharmambafm@gmail.com)

Seeking jobs in HUMAN RESOURCE MANAGEMENT with an organization of repute

**CAREER ABRIDGEMENT**

Master’s in Business Administration with over 2 years of experience in Recruitment – Sourcing to Onboarding; HR Operations; HR Analytics; Performance Management; Exit Formalities; Miscellaneous.

Proficient in managing smooth implementation of HR policies; manpower planning; induction; orientation.

Adept at people management; maintain healthy employee relations; handling employee grievances thus creating an amicable & transparent environment.

Possess strong communication and inter personal skills. A dynamic go-getter & quick learner with ability to work under pressure and meet deadlines.

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| **AREAS OF EXPOSURE /EXPERTISE** | | |
| Induction | HR Policy Formation/Execution | Employee Relation/ Welfare |
| Organizational Development | Team Management | General Administration |
| Performance Management | HR Operations | Recruitments |

**ORGANIZATIONAL SCAN**

**Since September 2020 – Till Date: Marion Biotech Pvt. Ltd., Noida as a Senior Executive – HR**

**Notable Attainments**:

* To Maintain healthcare medicine stock
* Recruitment and Selection of Emenox group
* Responsible for complete joining formality, file management and orientation.
* Updating & managing all records. Details & database of employees in employee master.
* Issuing offer letter, appointment letter, increment letter and promotion letter, confirmation letter, experience letter, relieving letter.
* Preparing Annual Holiday list, managing birthdays, monthly feedback, confirmation and increment tracker etc.
* Coordinating in appraisal cycle from start to finish. Follow-ups, and issuing appraisal letters.
* Managing Exit interview and reports.

## August 2018 To August 2020 - Emenox Group As a CSR Exec.

**Notable Attainments**:

* To Maintain healthcare medicine stock
* Coordination with USHA & NSDC
* Maintain student fee data, attendance data, Exam data
* Work on Menstrual Hygiene Awareness Project
* To take women’s meeting in village & school.
* To Maintain Sanitary pads stock
* To distributed sanitary pads in community.

## March 2015 To August 2018 -. Emenox Group As a Admin Executive

**Notable Attainments**:

* To take care of stationery stock
* Tracking bills before due date.
* Verify the corporate bills.
* Maintain Petty cash of every month.

**ACADEMIA**

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| --- | --- | --- | --- |
| **Qualification/Degree** | **Board/University** | **Year** | **Division** |
| Master of Business Administration (FM) | Jayoti Vidyapeeth Women’ University, Jaipur | 2013 | I |
| Bachelor of Business Administration | H.N.B.Garhwal University | 2011 | I |
| Senior Secondary | Braj Raj Girls Inter Collage | 2008 | II |
| Secondary | Braj Raj Girls Inter Collage | 2006 | II |

**EXTRAMURAL ENGAGEMENTS**

## SUMMER INTERNSHIP PROJECT (During Masters of Business Administration)

* **SIP Organization:** Reliance life insurance company
* **Project title: “**Analysis of growth and development of reliance life insurance and their market share in insurance sector.”
* **SIP Organization:** Aanad rathi securities private limited
* **Project title:** “Need of financial advisor for mutual fund investors”

## SEMINARS/ CONFERENCES / WORKSHOPS

* Attended a Workshop on Leadership (2012) at Jayoti Vidyapeeth Women’s University.
* Participant at Coffee with Corporate, International Management Conference held at Jayoti Vidyapeeth Women’s University. (2012 )

**COMPUTER SKILL SETS**

**Operating Systems:** Windows Seven

**Applications:** Microsoft Office 2003, 2007 and 2010

# Personal Dossier

**Date of Birth :** 18/09/1991

**Address :** Amarpali Platinum D Tower, D-1904, Sec-119, Noida

**Languages Known :** English, Hindi

# Declaration

I hereby declare that all the information provided above are true to my best knowledge and belief.

# Date:

**Place: (AYUSHI SHARMA)**