**Vishakha Sharma**

vishakhasharma474@gmail.com | Gwalior, Madhya Pradesh | +91 7649830679

Offering over **7 years’ experience** in **HR functions** and **general administration**. Demonstrated skills in record keeping system; design and preparation of staff manuals; maintenance of office files, expense tracking and claims, confidential file maintenance.

**Skills**

Leadership Team Management Adaptability Flexible

Punctual Analytical Enthusiastic Effective

Multi-tasker **Accountability** Quality Focus Team building

**Competencies**

HR Subject Matter Expert Collaborator Business Acumen Planner and Organizer

Public relations Initiator/ Change Agent Innovator Resilient

Result-Oriented Ethical Strategic Thinker Project Management

Interpersonal Problem-solving ISO Audit ISO 14001: 2015

Liaising MS-Word MS-Excel MS-PowerPoint

**Work Experience**

Inspire Clean Energy HR Lead Jun 20 to Mar 21

Rx Aushadhi Sr. HR Executive Aug 19 to Apr 20

P&G Enterprises Sr. Generalist HR and Compliance Executive Apr 17 to Jul 19

Gautam Solar Pvt. Ltd., Delhi Executive HR and Compliance March 15 to March 17

Anu Vidyut, New Delhi HR Executive Feb 14 to Feb 15

**Activities performed at various levels**

* Monitored performance of multi-skilled work force and ensured smooth implementation of **HR policies** for **manpower planning, recruitment, induction, administration and termination** etc.
* Created **training and development programs** to ensure employees’ professional growth; resulting in **enhanced job satisfaction, retention rates and efficiency levels.**
* Judiciously **handled salary** for manpower along with compensation issues; medical insurance coverage, leave management and full and final settlement of employees.
* Faced many **Social and C-TPAT Audits** by Elevate, Inditex/ITS, Bureau Vritas, TUV and SGS.
* Handled screening and short-listing resume. **Conducted complete interview process**.
* Coordinated with technical teams, scheduled all interviews and **verified background of candidates**.
* Prepared different **policies for company**. Prepared social policies and **conducted various trainings** like Environmental Safety, PPE, Chemical Safety, H&S and ICC Training.
* Managed overall **joining formalities**, which included Appointment letter, EPF form, Joining report and new joining information.
* Prepared **Leave Record, Late reporting record and Incentives**. Maintained time and wages records.
* Maintained **time office** including attendance and gate pass.
* Updated **EPF and ESIC** records like EPF and ESIC Challans and Bank deposits.
* Conducted **firefighting training & evacuation drill**. Conducted meeting of Health & Safety, Work committee, Suggestions & Complaint committee.
* Monitored all **health and safety** aspects like aisles marking, emergency exits, emergency light, fire alarm, fire extinguisher etc.
* **Counselled employees** for interview in social and **CTPAT audit**. Maintained all documents regarding joining and exit formalities.
* Interacted with management heads to understand demand and thus **plan recruitment activities**.
* **Maintained documentation** for employees as required in the audits like Personal Files, First Aid Training Certificates and Health checkup records etc.
* Maintain records regarding **ISO**.

**Education**

MBA (Dual - H R M & Marketing Management) Uttarakhand Technical University 2012-2014

B.Com. HNB GARHWAL UNIVERSITY 2012

**Certifications**

* Advance in Financial Sector Analysis and Policy from “World Bank Group” Sep 2016
* Innovative Business Models for Better Impact from “World Bank Group” Sep 2016
* Introduction to The Patent Cooperation Treaty from World Intellectual Property Organization “WIPO” April 2016
* e-Governance Aware Citizen from Government of Maharashtra “SETU” April 2016
* Tally 9.0 from Academy of Computer Studies Roorkee Oct 2009

**Achievements**

* Get best employee award at Rx Aushadhi in Jan 2020.
* Hire more than 10 medium level emplyees at same time with minimum budget.
* Provide Health & Safety training to all emplyees to minimize health & safety issues in company.
* Guide my team on various level to minimize the cost of company.