

Jaya Sharma

Human Resources



Professional Summary

Highly efficient and diligent administrative office professional with 8 years of experience in management. I want to constantly add value to the organization. I work for and grow along with the organization. This forceful era of rapid change and globalization requires a lot of extra efforts especially from young generations and needs broader thinking. I understand that effective exploitation of Quality tools is necessary for better output. I can use my diverse skills, efforts and knowledge for the growth of the organization and for my personal enhancement.

Personal Info

Phone

+919660585244

E-mail

Sharma.jaya1991@gmail.com

Skills

- Communication
- Problem solving
- Multitasking
- Customer service
- Telephone Etiquette
- Professionalism
- Confidentiality
- Positivity
- Responsibility
- Analysis
- Teamwork
- Management and leadership
- Flexibility
- Efficiency

Experience

Sr. Human Resources
SBOS

7.10.2022
Till present

- Payroll , Full & Final Settlement
- Talent Acquisition, Recruitment, onboarding
- Management information system
- Employee grievances
- Attendance Management
- ESSL Bio Matric Registration for attendance.
- Grievance Handling
- Employee Engagement
- Software Development, PMS

HR Executive

3.10.2017
3.10.2022

Secure Meters Limited

- Talent Acquisition, Recruitment
- Employee Engagement Activities
- Providing support in professional development and onboarding of newcomers
- Provide first line support for all payroll, Full & final Settlement.
- Gratuity, ESIC, PF all statutory compliance are involve and their registrations also.
- Performance Appraisals, Employee engagement, Attendance management, Letter preparations.
- Managing the MIS of India and overseas. Globally Custodian to compile the data for MIS.
- Responsible for the attendance of whole employees and looking the payroll.

- ESSL Bio Matric Registration for attendance.
- Analyzed various job applications and Coordinating with candidates and their documentation for interviews.
- Superb Excel and Microsoft Office skills.
- Highly participation in corporate social responsibilities (CSR) activities.

25.02.2015 -
30.09.2017

Operations Executive
NJ India Invest Pvt Ltd, Udaipur
Customer Relationship Officer:

Primary Role:-

- Investment application Audit.
- Entries into internal system.
- Admin/HR/IT office administration.
- PAN Application Audit
- Trading & Demat account opening.
- Audit customer enrolling forms.
- Making entries into internal system and forwarding to HO for account activation.
- Filing of documents as per the define process and making coordination with Head office.

Technical Skills

- Advance Diploma in Computer Application.
- Basic knowledge of Tally.
- Basic knowledge of Computer programming “C” language.
- Course of Rs-cit.

Education:-

- 2018- **M.Com (Business Administration) / M.L.S.U Udaipur , First Division with 66%**
- 2014- **M.Com (Accounts/Business/Statistics/Tax) / M.L.S.U Udaipur , First Division with 64%**
- 2012 – **B.B.M (Human Resources) / M.L.S.U Udaipur, First Division with 76%**

Professional Qualification-:

- Company Secretary Intermediate program cleared.
- Company secretary Professional program pursuing.
- LLB.

Awards-:

- Award in “Pacific” presentation competition.
- Certificate from “National skill Development Corporation”.

Seminars & Projects-:

- Internship training in HINDUSTAN ZINC LTD. (Chanderiya, Chittorgarh)
- 6 Month training under C.A. (Pritam sharma).
- I have participated and got certificate from SIP (Student Induction Program) (ICSI)

Languages Known : English, Hindi

Computer Proficiency : Hands on experience of working with Microsoft windows environment, Microsoft Office and Microsoft Excel good working knowledge of the internet.

Personal Profile-:

- Date of Birth 20-09-1991
- Language known English, Hindi
- Gender Female
- Nationality Indian