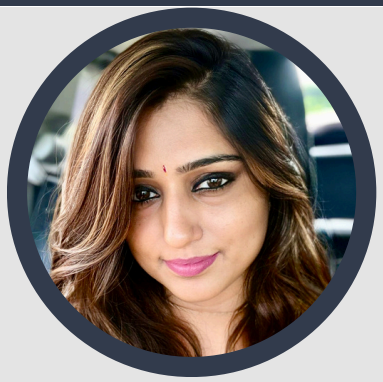
VANDANA SHARMA



CONTACT

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vandanasharma.bifm@gmail.com

Vrindavan Mathura, U.P.

SKILLS

- Talent Acquisition
- Recruitment Strategies
- Onboarding and Orientation
- Training programs
- HR Policies and Procedures

COMPUTER SKILLS

- Microsoft Office
- Advance Excel
- Power BI, MS Copilot & Claude

DOMAIN WORK FILED

- Human Resource Management
- Leadership
- Team Management
- Team Building
- Client Relations

EDUCATION

- PGD-FPWM - 2010
  (BLB Institute of Financial Market)
- B. Com - 2008
  (D.U)

LANGUAGES

- English
- Hindi

CAREER OBJECTIVE

Seeking a challenging position to meet my competencies, skills, education and generating continuous growth and profit for organization and myself.

WORK EXPERIENCE

GLA University, Mathura
HR Manager — **SEPTEMBER 2021 TO JULY 2024**

- Developed and implemented recruitment strategies to attract and hire qualified faculty and staff in alignment with (UGC/AICTE) and university-specific guidelines.
- Oversee the entire recruitment process, including job postings, candidate screening, interviewing, and onboarding procedures.
- Guided leaders and employees on company policies, programs, benefits and salary administration.
- Conduct promotion and regularization interviews of employees, ensuring compliance with all set eligibility criteria.
- Manage all operational and paperwork aspects, including the preparation of meeting minutes and the issuance of offer and appointment letters following hiring, promotion, and regularization processes.
- Led decision-making and implementation of HR policies, procedures, programs and functions.
- Reduced recruitment costs by establishing strong relationships with job agencies and universities.

Provana India Pvt. Ltd.
Senior Process Expert — **April 2013 - February 2019**

- Coached team members on effective process management techniques, fostering a culture of continuous improvement within the organization.
- Planned, coordinated department employees and supported departments of work to be completed within TAT.
- Developed work schedules to match staffing levels, monitored progress
- Actively involved in transitions of new processes/clients through calls and also create, update SOPs(standard operating procedure).
- Interact with Client via e-mail/phone calls regarding process issues.

Dawish Group of Companies
Operation Manager — **April 2012 - March 2013**

- Provided operations support to clients and employees of the company.
- Maintain legal (franchise and third party) documents.
- Providing the marketing material to the marketing team.
- Strategic management responsibility for Company in/ out house staff.

Bonanza Portfolio Ltd.
Business Solution and Back office support Executive — **May 2010 - March 2012**

- Enhanced customer satisfaction by streamlining communication channels and improving response times.
- Established long-term client relationships through consistent delivery of high-quality products and services.
- Conducted regular meetings with team to discuss issues, concerns and updates.

Angel Broking
Operation Manager — **August 2009 - April 2010**

- Made presentations on financial services to groups to attract new clients.
- Evaluated costs and revenue of agreements to determine if they were profitable to continue.
- Sold services such as check processing and collecting, record keeping and reporting, trust, investment and safekeeping services as well as products such as Equities market and IPO Financing.