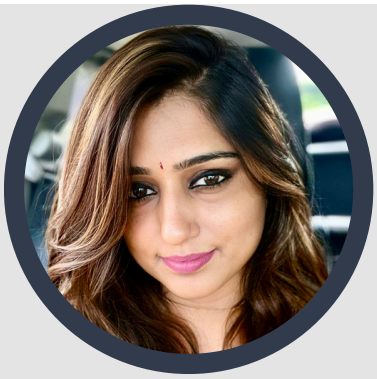
VANDANA SHARMA



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

Noida International University, Gr. Noida
SEPTEMBER 2024 TO TILL DATE

HR Manager

- Take care of entire recruitment process, including job postings, candidate screening, interviewing, and onboarding procedures.
- Working on simplify the recruitment and operation process.
- Working on university policies, programs, benefits and salary administration.

GLA University, Mathura
SEPTEMBER 2021 TO JULY 2024

HR Manager

- 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
April 2012 - March 2013

Operation Manager

- 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.
May 2010 - March 2012

Business Solution and Back office support Executive

- 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
August 2009 - April 2010

Operation Manager

- 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.