Sarita Sharma

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Looking forward to a career that will provide me with an opportunity to learn to grow and widen my horizon as a professional and a human being to the optimum level

PROFILE SUMMARY

- A competent HR Generalist professional with **10 years** of rich combined expertise across all domains of Human ResourceManagement.
- Self-Motivated, Pro-Active, and reliable individual ability to perform best in the challenging situation
- Won **"The Leaders Award"** for cultural change in organization.
- Experienced in HR Policies and Procedures, Strategic Sourcing & Recruitment, Time Office Management, Payroll processing, Personnel File management Vendor Relation Management, Standard Compliance Management, Induction & Onboarding, Training & Development, Handling buyers audit(i.e. SA 8000:2019,Sedex, Disney/JINPIN), Handling Employee Grievances, Formation and Handling different committee's(i.e. Works Committee, Canteen Management Committee, Environment Health & Safety Committee, Grievance Handling Committee, Risk Assessment & Emergency Preparedness Team, Anti-Sexual Harassment Committee)Etc.

SKILL SET

Human Resource Management || Recruitment & Selection || Employee Life Cycle Management || Policy Formulation & Implementation || Training & Development || Exit Interview Process || Employee Attrition Control ||Employee Relations || Performance Management System || Employee Grievances || Reward & Recognition||

ORGANISATIONAL EXPERIENCE

Current Organization-UV Overseas

Designation: Manager- Human Resources

Since Novembe-2022

Key Responsibilities:

- **People Management**- Managing HR operation of two manufacturing unit
- **Recruitment & Selection:** -
  - Designed and implemented recruitment strategy on external and internal sourcing from Junior to senior level, Handlingcomplete recruitment cycle as per the budget of Manpower Planning of the suitable candidate with salary negotiation, Verification of documents and employment.
  - Attracting talent through employee referral scheme, job portals, Walkins, etc., to optimize recruitment cost.
  - Involved in selection process, conducting final interviews, salary negotiation, Screening, Negotiation on variousaspects of role & position offered.
  - Monitor timely issue of all letters (Offer, Appointment, Confirmation, Transfer etc.).
  - Regular reviews with business to furnish manpower planning on basis business forecasts & developing resourcing strategy and deliver timely & cost-effective recruitment solutions, exploring source mix like campus, employeereferral, job portals, social media etc.
  - Formulating various recruitment strategies to meet the recruitment targets.
  - Have discussions with the business on aspects of analytics like attrition data, talent progression etc. diagnose issues.
  - Manage the entire post offer to Joining Process & Ensure all post joining process is closed in given TAT.
- **Performance Management System:**
  - Identifying strategic objectives and goals
  - Defining performance measures and targets
  - Aligning scorecard measures with organizational strategy
  - Responsible for Performance of Front End and Back End at All levels and helping in driving in Productivity through Performance Enhancement & Operations Score Card. Identifying Top & Bottom performer on

Monthly Basis. Exit Bottom performer and regular Coaching & Mentoring done with Capability Development team.
- To achieve set targets, mutually derived by Individuals with their respective coaches.
- Competency development with the required levels.
- To maintain bell curve in rating distribution process, communication of performance ratings and
- Arrange Training to employees on PMS and how to set up KRA's.
- Initiate appraisal system & track them quarterly basis by review with team, deliver the appraisal letters on time.

- **Learning & Development**
  - Identifying training needs through mapping of skills required for positions
  - Competencies amongst the employees with due focus on Organizational Culture & Values.
  - Coordinating with functional teams to conduct in-house training programs to Strengthen about existing process and concept models.
  - Preparation & circulation of Annual & monthly Training Calendar as per the Budget.
  - Tracking and analyzing effectiveness of programs delivered and incorporating a mechanism that would measure performance on the job after training.
  - Maintaining centralized training records, training related MIS and responsible for the implementation of Employee Development Plans.
  - Developing awareness programs on new processes & procedures

- **Payroll Processing**- Review Attendance, Leave Records, Salary sheets and get approved in management review meeting Make sure salary will be distributed on or before 7th. Take care of complex grievances regarding salary & wages.

- **Data Management & Analysis**: Preparing MIS reports, by analyzing the available data, required by the Management. Department & location wise attrition report, Daily manpower mapping and planning report. Attendance Shrinkage Report, Payroll Variance Report, Compliance calendar etc. Reconcile salary sheets with manpower and production output. Review all departments reporting sheet and consolidate for management review.

- **Statutory Compliance** – Conduct internal Audits, Daily plant round to verify floor should maintain as per compliance. Verify all checklists & registers under factory act in all concern departments, Quarterly and Annual Returns of Pollution Control Board, Annual Bonus Return, Half-yearly and Yearly return of Dept. of Factories , Verify UAN & KYC updation on OTCP, Adhaar updation in ESIC portal, Verify statutory registers i.e. IN / OUT register, leave with wages registers, Form C of Bonus Act, Fine Register, Advances Register, Accident register under Factories Act, & ESIC Act, Display of all abstracts i.e. PF , ESIC, Bonus, Gratuity, Factories, Standing Order, HR Related Policies ETC, Formation of Different Committees, Safety testing's, Timely Machine testing, Safety audits, Fire NOC, Etc..

- **Welfare Officer Related Tasks** – Works Committee, Canteen Management Committee, Anti-Sexual Harassment Committee, Grievance Handling Committee, EHS Committee, Training & Development, Employee Insurance, Implementation of suggestion schemes. Conduct Employee engagement activities.

- **HR Policy & Standing Order**- Review and changes in Policy as per compliances requirements in consulting ETI code conduct & Factory act. Prepare and draft Standing order and general policy require as per factory act. Ensure all proceedings do proceed as per approved policies and records should maintain in concern department.

- **Employee Grievance Management**: Ensuring prompt resolution of employee grievances & maintaining cordial employeerelations; steering employee motivation, personnel counselling, thereby instituting measures for reducing absenteeism & employee turnover

- **Projects & Audits: -**
  - **SMETA 4 Pillar Environmental Audit (SEDEX)/URS**/ Feb. 2023
  - **SMETA 4 Pillar Environmental Audit (SEDEX)/Intertek**/ Oct. 2023
  - **Buyer nominated audits and certification: -** /Disney/JINPIN

PREVIOUS EXPERIENCE

- Worked with **'Dwarka Gems Ltd.' as Manager HR** since Jan'22 to Nov'2023**.**
- Worked with **"Desire Energy Solutions Pvt, Ltd." Since** April 2018 to Oct.2021 and designated **as Manager HR, Joined as Deputy Manage-HR & got Promotion as Manager HR.**
- Worked with **"Anand International College of Engineering" as Assistant-Manager HR** since July 2016 to Apr.2018.
- Worked with **'HMA.net' as a HR & Operation Executive** since Feb.2010 to Dec.2012**.**
- Worked with **'Neelkanth Cabs Pvt. Ltd.' as HR Executive** since Aug. 2008 to Dec.2009

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- **MBA/PGDM- Gyan Vihar Universe, Jaipur in Human Resource and Marketing (2006-2008)**
- **Bachelor in Arts (B.A) from Rajasthan University (2003-2005)**

Skills

- Good in MS Office(Word, Basic & advance excel, PowerPoint) Payroll & Attendance Software Saral & Savior, ESSL, Matrix Etc.
- Completed a certification program on "**Developing & implementing KRA KPI"** from Skill deck.
- Interpersonal and Customer Relationship Management (CRM) skills.
- Self-motivated with ability to work independently and in team environments to meet Deadlines.
- To treat each assignment as a stepping stone to Success.

Hobbies & Interest

- Love to interact with different people &understand their perception.
- Reading newspaper and books.
- Lead Engagement program for the associates

PERSONAL DETAILS

Husband's name	Mr. Shiv Kumar Sharma
Date of birth	16th Nov., 1985
Nationality	Indian
Sex	Female
Marital status	Married

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:
Date: **Sarita Sharma**