

ANKITA SHARMA

HUMAN RESOURCE MANAGER

8602291541 | ankitasharma9545@gmail.com | Tilak Vihar, kalwar Road Jaipur

EXPERIENCE

AMITY UNIVERSITY RAJASTHAN, Jaipur
HR Manager from 9th October 2024 to till date.

- Managed comprehensive academic and administrative HR operations with a high degree of responsibility, accuracy, and integrity.
- Demonstrated strong expertise in recruitment and selection processes, including sourcing, screening, interviewing, and final selection.
- Designed engaging job advertisements using Canva for social media platforms and managed job postings on LinkedIn and other recruitment portals.
- Administered onboarding processes and completed all joining formalities for new hires.
- Designed and organized structured induction programs.
- Coordinated and organized Faculty Development Programs (FDPs) and Staff Development Programs under the aegis of AIU-AUR-AADC Association of Indian Universities -Academic and Administrative Development Center.
- Preparation and submission of Reports for all Training & Induction Programs to reporting authorities.
- Working on Performance Based Appraisal System (PBAS) and Academic Performance Indicators (API), Career Advancement Schemes (CAS).
- Monthly attendance preparation for Payroll processing and handling compliance issues like Provident Fund (PF), ESI, Gratuity.
- Worked on ERP Systems for HR such as TCSiON and Amizone.
- Maintenance of Personal Files for all employees of university.

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT, Indore
Assistant Professor from March 2021 to 2024

- Taught HR OB, OD, HRM, Compensation Management,Ethics,Legal Framework of HRM,Industrial Relation & labour Legisglation, Managing interpersonal; relation and Group process Etc. to BBA , MBA & IMBA Students.

SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA (SVIM)
Visiting Professor from Jan 2020 to March 2021

- Taught HR subjects to BBA, B.com



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SAGE UNIVERSITY, Indore
HR Manager from June 2019 to Jan 2020

· Formulated & Implemented HR Policies.
· Administered KPI's,, to employees mapping to their Roles and Responsibilities
· Conducted Recruitment including Resume Shortlisting & scheduling of Interviews.
· Daily & Monthly Attendance Maintenance, Leave Records for payroll management.
· Conduct Training & Development Programs, and Performance Appraisal.

MATHURADEVI GROUP OF INSTITUTION, Indore
HR Manager from June 2018 to June 2019

· Office Administration, Policy Formulation,
· Job posting, scheduling of interviews, Recruitment and Selection, Salary Compensation,
· Team Management, Organized Various Event as event head, HR Reports,
· Decision Making, Conflicts resolutions.

QUALIFICATIONS

MBA-in HR & Finance (2016-18) : 77.8% from Shri Vaishnav School of Management (SVSM), Indore (M.P.)
Diploma in Fashion Designing : 78% from Women's Vocational Institute.
B.Com. (2009-2012) : 52%from DAVV Indore (M.K.H.S. Gujrati Girls College, Indore (M.P.)

PERSONALITY TRAITS

·Self Motivated, Sincere, Quick learner, Good management skills ,Hard working, Multi tasking, Delegation, Punctual, People Management.

Date : 20/02/2026
ANKITA SHARMA