

Himani Sharma

Executive - HR/Admin

Sector 15, Part 2

Gurgaon, Haryana - 122001

8650592596, 8800592596

himanieconomic@gmail.com

OBJECTIVE

Dedicated and highly organized professional seeking a position in the Admin & HR Department to contribute strong administrative and managerial skills in a dynamic and challenging work environment.

EDUCATION

IGNOU, New Delhi - *Pursuing MBAHM (2024 - 2026)*

MJP Rohilkhand University, Bareilly - *MSC (2019 - 2021)*

MJP Rohilkhand University, Bareilly - *BSC (2009 - 2012)*

UP Board, Bijnor - *Intermediate (2007 - 2009)*

UP Board, Bijnor - *Highschool (2006 - 2007)*

EXPERIENCE

Honda Kaihatsu India Hospitality Pvt Ltd. *HR/Admin Executive*

JULY 2024 – PRESENT

HKI Pvt. Ltd. is a secondary subsidiary of Honda Motors, serving as a service provider for Honda, Musashi Auto Parts Pvt Ltd., and other Japanese companies. The company specializes in offering a wide range of services, including manpower services, cafeterias and cafés, travel business, and transport services.

Compac Industries India LTD, New Delhi - *HR/Admin Executive*

FEBRUARY 2022 – JUNE 2024

Compac India Industries is a New Zealand-owned and operated dispenser manufacturing Company based in central Auckland. It also has offices in Melbourne, Australia, and assembly facilities in New Delhi.

Key Responsibilities (Administration)-

Office Management:

- Oversee day-to-day office operations, including facility management and supplies procurement.
- Ensure a well-organized and efficient working environment.
- Oversee all aspects of office management, including supplies procurement, facility maintenance, and equipment.

- Develop and implement efficient administrative processes, resulting in a 15% reduction in operational costs.
- Maintaining a well-organized workspace and filing system.
- Managing the printing of letterheads, visiting cards, etc.
- Oversight of company expenses and billing cycles.
- Coordinate and execute office events and functions, organize festival celebrations, fostering a positive work culture.

Travel and Accommodation:

- Coordinate travel arrangements for employees, including booking flights, hotels, and transportation.
- Manage accommodation requirements for business-related travel.

Calendar Management:

- Assist in scheduling and coordinating meetings and events.
- Maintain calendars for executives and HR-related activities.

Document Drafting & Record Keeping:

- Draft various types of documents to facilitate communication, record-keeping, and decision-making within the organization.
- Drafting professional emails, letters, and memos.
- Ensuring that contractual terms are clear, accurate, and legally sound.
- Designing and creating forms for various purposes, such as employee feedback, expense reports, or leave requests.
- Organizing information logically and presenting data clearly and coherently.
- Compiling and drafting policy manuals or employee handbooks.
- Communicating organizational policies and guidelines effectively.
- Keeping track of insurance & approvals.
- Maintain and organize administrative records, including invoices, contracts, and correspondence.
- Prepare reports and documentation as needed.
- Keeping a log of stationery, courier details, etc.
- Issuing SIM Cards to the employees and maintaining a list.

Communication:

- Facilitate communication between different departments and teams.
- Draft and proofread internal and external communications.

Key Responsibilities (HR)-

Recruitment, Selection, and Interview.

- Recruitment, Selection, and Interview Preparing Job Profiles for various roles.
- Scrutinizing the resumes and short-listing the candidates.
- Taking preliminary interviews of the short-listed candidates to assess the candidate's suitability, attitude, academic & professional qualifications, experience, communication skills, etc.
- Scheduling interviews and continuous coordination with the respective panel till the position is closed.
- Taking HR round of shortlisted Candidates followed by salary negotiation.

- Responsible for complete joining formalities, Generation of employee IDs, Opening of Bank accounts, Issuing ID cards, etc.
- Maintenance of employee database both in soft and hard copies to capture all details of the employees.

Employee Joining and Exit Activities.

- Coordinating with IT and Finance to set up PCs, email accounts, salary accounts, etc.
- Taking exit interviews and completing all exit formalities.
- Issuing relieving and experience letters.

Leave / Absenteeism and payroll.

- Maintenance of Attendance Records.
- Maintaining the attendance and leave records of all the employees, and updating the payroll process.
- Maintaining the salary (PF, ESI, etc.) & leave records.
- Processing the incentives.

INTERNSHIP

GoI, Ministry of Environment, Forest & Climate Change, New Delhi, - Internship

2019

Worked as an Intern under the Environment Education Division for 3 months -

- Understanding the workings of the governmental administration.
- Editing the draft notifications (proposals) before they can go to the Parliament for approval.
- Attending meetings and conferences along with personnel who were representatives from various states of India and the important review of these states.
- Understanding the costs, benefits, relevance of public opinions, and issues of political boundaries concerning Environment Education.

CERTIFICATIONS

Course on Computer Concepts.

NCC - B Certificate.

SKILLS

Human Resources: Recruitment, employee relations, training and development.

Administration: Office management, event coordination, vendor management.

Communication: Excellent written and verbal communication skills.

Organizational: Strong organizational and multitasking abilities.

Technical Proficiency: Proficient in MS Office Suite (Word, Excel, PowerPoint).

Document Drafting: Drafting professional emails, letters, memos, and contracts.

Calendar and Resource Management.

ACHIEVEMENTS

Implemented streamlined recruitment processes, reducing time-to-fill by 20%.

Successfully negotiated vendor contracts, resulting in a 15% cost reduction in administrative expenses.

Successfully led and coordinated various office events, enhancing team morale.

REFERENCES:

Available upon request.

ADDITIONAL INFORMATION

Date of Birth	August 08, 1992
Father's name	Mr. Pramod Kumar Sharma
Permanent Address	Bijnor (UP) 246701
Current Location	Sector 15, Part 2, Gurugram, Haryana 122001.....
Languages Known	Hindi, English, Punjabi & Gujarati
Marital Status	Unmarried

I Himani hereby confirm that the information in this document is accurate and true to the best of my knowledge.

Himani Sharma

Place

Date