**

*SHARON*

[*SHARON.373643@2freemail.com*](mailto:SHARON.373643@2freemail.com)

**CAREER SUMMARY:**

A result oriented and competent **HR Generalist** with over **8 years** hands on experience in managing, developing, delivering people management strategies, business development, driving sales with quality assurance, seizing control of critical problem areas in the all segment and delivering on organizational commitments.

**SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Recruitment | * Customer Relation’s | * Employee Engagement | * Performance Management |
| * HR Generalist | * Microsoft Office | * Training &Development | * Budgeting & Forecasting |

**ACADEMIC:**

* Master in Business Administration (MBA) in HR, from St. Josephs Engineering College/VTU in 2009.
* Bachelors in Business Management (BBM) from SDM College / Mangalore University in 2007.

**PROFESSIONAL SYNOPSIS:**

* **HR OFFICER - MENORAH REALTIES PVT LTD**

**May 2014 till July 2017**

**Key Result Areas:**

* Responsible for providing end to end HR support to all divisions within the business including Operations, Construction Services, Technical and Contracts.
* Performed full cycle recruiting on 35-40 job requisitions, averaging 25-30 hires per month
* Trained new employees on systems, search strategies, composing emails, and other crucial functions.
* Liaising with clients to identify and define project requirements, scope and objectives.
* Oversee project procurement management & Ensure cost reduction on project expenses and increase the potential for profits.
* Validate the Work Orders, Purchase Orders, appropriate legal paperwork & other important project documents.

****

* **HR EXECUTIVE - PLAMA DEVELOPERS LIMITED**

**October 2011–April 2014**

* Carrying out all the HR activities including preparation of casual/privilege leave report, joining to exit formalities & other related works of all the employees across branches.
* Building and maintaining relationships with clients and key personnel within customer companies.
* Coordinating with Purchase Manager in regard to smooth flow of Materials / items to respective sites and processing the bills to accounts department on time.
* **RECRUITMENT OFFICER**

**RECRUISE INDIA CONSULTING**

**April 2011 till September 2011**

**Key Result Areas:**

* Involved in the whole gamut of Resourcing activities like sourcing, screening, short listing, personal evaluation and effective communication.
* Multi-Location Recruitment using applicant tracking systems, web-based sourcing, referrals, and database creation and updating.
* Conducted in-person and telephone interviews to link customer needs with our services while building the value of our brand.
* Performed targeted candidate searches via employee referrals, networking, LinkedIn, and industry specific associations to maintain a pipeline of qualified candidates.
* Candidate counseling and screening at all levels to ensure a fitment rather than a placement.



* **ADMIN OFFICER**

**WESTERN INSTITUTE OF TECHNOLOGY**

**Oct 2009 till April 2011**

**Key Result Areas:**

* Managing the implementation of staffing strategies to ensure effective recruitment, screening, selection, and retention of qualified employees, using practices that are consistent with company policies.
* Proven expertise in developing policy and procedure, personnel development, retention approaches, managerial support and negotiations.
* Performance driven professional utilizing appropriate methods and a flexible interpersonal style to help ensure the effective and efficient flow of work.

**ACHIEVEMENTS:**

* Awarded “Certificate of Merit” for attaining distinction in academics.
* Achieved the state level Paper Presentation contest ‘Calibre2008’ organized by Mangalore University.
* Awarded in the HR &Marketing event in ‘ETTIN’ a National Level Management Fest conducted by NITTE.
* Awarded in the HR Event, a National Level Management Fest conducted by P.A College.

**PROJECTS:**

* An empirical study on Training and Development of Employees through Employee Satisfaction Survey with Bharti AXA Life Insurance Company.
* Plant Training Study which talks above the MCKINSEY’s framework which consists of 7S i.e. structure, strategy, systems, skills, style, staff and shared values with AXIS Bank.

**PERSONAL DETAILS:**

Date of Birth : 27th July 1986

Marital Status : Single

Linguistic Abilities : English, Hindi, Kannada, Tulu and Konkani

References : Will be provided on request