

ANKUR SHARMA

Profile

Recruited to help open new company branch in Some town, guiding the startup and management of a full spectrum of HR operations, systems and programs. Worked with senior management to create HR policies and procedures; recruit employees; create group benefits databases; and develop orientation, training and incentive programs.

Professional strengths

- Successfully Sourced and recruited professional candidates.
- Directed hire right candidate at a right time for the right job.
- Directed new hire human resources paperwork and orientation.
- Skilled at working with people with diverse backgrounds.
- Proven competence in working well under pressure with others in a team effort.
- Managed and evaluated employee evaluations
- Comfortable with people and gain rich experience.

Employment History

Working with M/S Tata Pasco Motors LLP

Admin Manager

Aug.23 to till Date

- Handling day to day all admin work.
- Security Operations (Attendance, Daily Inspection of Material IN/Out, Visitors & Casual Staff)
- Handling operational functions like creating the duty roster, shift management.
- Coordinating with contractor for house-keeping, electrical, plumbing, carpenter work & canteen contractor.
- Liaison with electricity dept., local telephone dept., police, municipal corporations and other government department.
- To work on the reimbursements
- Respond to staff & vendor through mail or phone
- To solve the queries.
- To check and pass the bills.

M/S Bharat Enterprises

Senior HR Executive

July 2022 to June.23

To generate the report and send to senior management. Make the offer and Appointment Letter.

To work on payroll and make the salary sheet.

To co-ordinate with vendors, office staff and solve the queries. To registration of new employees in ESI.

M/S Recent Healthcare Pvt Ltd., Delhi, IND.

Senior HR Executive May 2019 –
June 2022

Recent Healthcare Pvt. Ltd. is a trading company and established in the year 2010 and serving oncology products in domestic market (Ethical Business).

- To analyse the last day working report of sales team.
- Preparing the salaries, TA/DA and expenses of the staff.
- To check and pass the incentive.
- To co-ordinate with distributors, sales team and solve the queries.
- **To co-ordinate with courier company and send the courier on timely.**
- Preparing the weekly and monthly sales reports and presenting to the management.
- Make the offer letter and Appointment Letter.
- To handle the all work in hr and admin.
- Security Operations (Attendance, Daily Inspection of Material IN/Out, Visitors & Casual Staff)
- Handling operational functions like creating the duty roster, shift management
- Liaison with electricity dept., local telephone dept., police, municipal corporations and other government department.
- To co-ordinate with warehouse and check the stock.
- To handle the all cases in labour court.

M/S Groversons Apparel Pvt. Ltd.

HR and CRM
Aug 2015 – Apr. 2019

- Preparing the weekly and monthly sales reports and presenting to the management.
- To co-ordinate and follow up with customers and accounts department for collections and sales forecast.
- Sharing the daily stock reports with the team and facilitating the maintenance of the stocks
- Preparing the weekly and monthly sales reports and presenting to the management.
- Preparing minutes of the meeting.
- Communicating with distributors on day to day basis sharing schemes, for their credit notes/debit notes and other issues.
- To co-ordinate with distributors, sales team and solve the queries.
- Providing sales and marketing back end support to the direct sales staff.
- To enter the orders in our company software for dispatch the articles to the respective clients.
- To co-ordinate with dispatch department to manage dispatches according to given deadlines.
- To analyse the last day working report of sales team.
- Preparing the salaries, TA/DA and expenses of the staff.

M/S Saraswati House Pvt. Ltd.

Sr. HR / Admin Executive
Aug. 2012 - July 2015

- Handling day to day all admin work.
- Handling MDs meeting and appointments
- Security Operations (Attendance, Daily Inspection of Material IN/Out, Visitors & Casual Staff)
- Handling operational functions like creating the duty roster, shift management.
- Coordinating with contractor for house-keeping, electrical, plumbing, carpenter work & canteen contractor.
- Liaison with electricity dept., local telephone dept., police, municipal corporations and other government department.
- To work on the reimbursements sales staff.
- To check and work on tour advances and approvals.
- To prepare the TA/DA of the staff .
- To send the specimen copies for promotions.
- Respond to customer queries through mail or phone.

M/S Pearson Education

Admin Executive
Aug. 2007 – July. 2012

- To work on ERP for customers
- Maintain records of individual customer pertaining to my region.
- Telephonic communication with customers for orders, returns and other issues.
- Correspondence with customers, colleagues etc through mail and otherwise.
- Maintaining and documenting all important correspondence.
- Responding to the incoming mails.
- To meet with visitors and handling stock.
- Title/Professor /Institute creation in the **PRISM**.
- Managing transportation of different locations as per the requirement.
- Sending specimen copies to the professors and authors.
- Data Handling.
- Ensuring weekly cleaning.

M/S Zee Turner Ltd.

SMS Department as an Executive
Mar. 2005 – July. 2007

- Generating Reports and sending them to Regional Office on daily basis.
- Preparation of Invoices on Monthly basis.
- Processing of Debit Notes and Credit Notes.
- Data Entry (collections) on daily basis.
- Managing & controlling Inventory movements in the system.
- Handling activation and deactivation of the channels.

- Providing Information support to the concerned departments.

Education

10+2 from Bharat National Public School
Graduation from Delhi University
MBA from NIMS

Skills

- Excellent social and interpersonal skills.
- Excellent communication and interpersonal skills at all levels in an organization.
- Strong analytical skills coupled with the ability to think and act strategically.
- Exceptional communication skills oral, written and listening, particularly with those at executive levels.
- Problem solving skills and always seek alternative options to fix the issues.
- Having ability to keep objectives and goals firmly insight.
- Having ability to stay calm under pressure and meet tight deadlines.

Hobbies and Interest

- In my spare time, I enjoy playing cricket because it strengthens me mentally & physically.
- Like to participate in community events.
- Drawing & Reading Books.

Personal Details:

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Email:- ankurstar1984@gmail.com.

Date of Birth :- 15.09.1984
Place of Birth:- New Delhi
Nationality:- Indian
Driving License:- Available
Relationship:- Married
Languages:- English & Hindi

Declaration:

The above said information is true in every respect to the best of my knowledge.

Date:

Place:


(ANKUR SHARMA)

References available on request

