




RASHMI SHARMA

HR & OPERATIONS

CONTACT

-  6006816080
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-  Katra, Jammu and Kashmir

EDUCATION

Bachelor of Commerce

Cluster University Jammu
2017-2020

Masters of Commerce

Jammu University
2020-2023

SKILLS

- Canva
- Communication
- Teamwork
- Social Media Management
- B2B & B2C Operations Management
- MS Excel
- Content Writing

ABOUT ME

Human Resources & Operations Specialist | 2+ Years of Experience in Designing and Executing HR Strategies, Improving Employee Experience, and Driving Operational Excellence.

EXPERIENCE

Academic Operations Associate

Vedantu Learning Centre

(23rd May 2024 till present)

- Inventory Management: Issued and safeguarded student kits; maintained inventory records.
- Attendance & Discipline: Managed student and teacher attendance and ensured discipline.
- Classroom Operations: Ensured smooth class schedules and handled session tracking.
- Test Management: Coordinated test logistics and post-test result dissemination.
- Communication & Reporting: Liaised with stakeholders and prepared reports.

HR & Operations Associate

YouVah Studio Pvt Ltd

(17 August 2023 to 20 May 2024)

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|--|---|
| 1. End to End Recruitment | 9. Create School Orientation and Quarterly Report |
| 2. Onboarding Process | 10. Feedback and Evaluation |
| 3. B2B Internship Program Management | 11. Program Improvements Recommendation |
| 4. Monitor and Support Intern Progress | 12. Record Keeping and Reporting |
| 5. Legal Compliance and Documentation | 13. Track Attendance, Evaluations |
| 6. Training and Development Session (Soft Skills, Career Development, Workplace Etiquette) | 14. Admin Responsibilities |
| 7. Communication and Support | 15. Cross-functional Collaboration |
| 8. Organize Events and Webinars | 16. Changing Program Needs Recommendation |
| | 17. HR policies and Payroll Management |
| | 18. HRMS Portal Management |

HR Specialist

Hummingbird Consulting

October 2021 - Dec 2021 (Trainee)

Jan 2022 - August 2023 (HR specialist)

- 1. Recruitment
- 2. Employee Relations
- 3. Training and Development
- 4. Performance Management
- 5. Policy Compliance
- 6. Administration tasks
- 7. Strategic Involvement
- 8. Employee Benefit Management
- 10. Employee Problem Resolution