

RASHMI SHARMA

HR & OPERATIONS

CONTACT

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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)

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