

Ankita Sharma

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Summary

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience. Highly organized, proactive and punctual with team-oriented mentality.

Skills

- Benefits Administration
- Employment Record Verification
- Staffing and Recruitment
- Document Management
- New Hire Orientation

Experience

HR ADMINISTRATOR | 08/2011 - 08/2019

Accord fintech Pvt ltd - Mumbai

- Managed all human resource documentation, including new hire letters, employee contracts and corporate policies and procedures.
- Completed reports and employment forms.
- Informed job applicants of duties and responsibilities, compensation and benefits.
- Hired employees and processed hiring-related paperwork.
- Searched for qualified job candidates using computer databases, media advertisements or employee referrals.
- Maintained and updated organizational charts, employee handbooks or performance evaluation forms.
- Conducted exit interviews and completed employment termination paperwork.
- Checked office stock to determine supply levels and maintain inventory.
- Identified needs of customers promptly and efficiently.
- Monitored operations and reviewed records and metrics to understand company performance.

Education and Training

Kendriya Vidyalaya - Mumbai | MBA

Human Resources Development

Languages

Hindi, English: First Language