### Prerna Sharma

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**OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**SYNOPSIS**

* A very good knowledge in the field of marketing and operation field
* Gained knowledge and understanding of subjects like Human Resource, marketing (product & brand management) ,etc..
* Excellent team player with strong analytical and leadership skills.
* Ability in learning new concepts quickly and communicating ideas effectively.

**ACADEMIC CREDENTIALS**

* Bachelor in Computer Application from DAVV University, Indore.(Rukmadevi pannalal Ladaa college)
* 12th from M.P. Board, Indore(M.P.)with 72% in the year 2009.
* 10th from M.P. Board, Indore(M.P.)with 65% in the year 2007.

**IT SKILLS**

* Having basic knowledge in MS EXCEL

**PROFESSIONAL EXPERIENCE**

**Organization: Panjon Limited**

**Designation: HR Manager**

**Since Oct 2019 to till now**

|  |
| --- |
| Recruitment (Search & Hire) |
| Induction (Joining & Training) |
| Documentation (Filing) |
| Attendance & Leave Management |
| Policy Manual Execution |
| Problem Resolution for Employee Issues |
| Salary Preparation & PF / ESIC Submission |
| Appraisal Management |
| Exit Process (Counselling / Retention / Documentation) |
| Organize Festivals/ Celebrations / Activity / Initiatives |

**Organization: Capital Stroke financial Pvt Ltd**

**Designation: HR Executive**

**Since May 2018 to 31st april 2019**

**Responsibilities:**

* Recruitment
* Retention
* Compensation
* Training Programs
* Onboarding
* Benefits
* Safety/Workers Compensation
* Employee Relations
* Data and File Maintenance
* Discipline
* Ethics and Compliance
* Terminations

**Organization: Socomo Technologies pvt. Ltd. (Jugnoo)**

**Designation: Sr. Executive**

**Since August 2015 to 31st March 2018**

**Responsibilities:**

* **Handling escalations regarding the drives and bikers**
* **Responsible to payment of drivers and bikers**
* **Attached drivers and bikers and trained them about app**
* **Monitoring the process of online auto booking.**
* **Administrative work.**
* **MIS coordinator.**
* **Customer Services.**

**Achievements**

City’s contribution went from 18-20% to 27-30% of the overall transactions for Jugnoo

Indore’s highest transactions (9500+) were double the highest by any other city

Most revenue generating city from least no. of vendors

Fleet management with the most number of active drivers & delivery bikers pan India.

**Jugnoo Autos:**

* Overall transactions doubled to 3000+ within first 3 months
* for delivery segments

**Organization: OXFAM INDIA, Indore**

**Designation: Fund Raising Executive**

**Since Jan 2013-till 2014**

**Responsibilities**

* To develop fundraising income through convincing the people & relationship building.
* To ensure the smooth running of fundraising activities through identifying and maximising the donors.
* To support the marketing and publicity for the business.
* To motivate and facilitate supporters to maximise funds.
* Gathering leads from various sources, interacting with prospective donors and following up effectively to sign up forms.
* Cementing healthy relationship with existing donors to generate repeated funds and also to solicit further refrences from them.
* Implementing new strategies to acquire more donors and increase fund from them

**PERSONAL DOSSIER**

Husband Name: MR. Rahul Sharma

Permanent Address: 390, ashok nagar indore

Date Of Birth: 18-Sep.-1992

Languages Known: English & Hindi

Marital status : Married

**Declaration:**

I hereby declare that all the information above is true to the best of my knowledge.

**Date:-**

**Signature**