# RAHUL SHARMA

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# Contact No.: 8878124080, 7987740430

Current Location – Indore

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| **Personal Details** |
| **Gender:** Male **Marital Status:** Married  **D.O.B.:** 01/08/1984 **Language Proficiency:** English, Hindi  **Present Address:** S/O Ashok Sharma, 17 Kalindi Midtown, Bypass, Indore. |

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| **Career Objective** |

Seeking a challenging and growth-oriented position in an organization, where I can match my goals with those of the organization and contribute significantly in the overall growth of the company, thereby achieving professional excellence along with personal satisfaction during my job.

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| Employment Profile |

**Administrator cum Counsellor | People General Association, Bhopal| June- 2018 – present.**

* Conducting recruitment process for Indian Civil Services Exam faculties.
* Coaches students for Indian civil services. (Especially Indian Economics and Indian constitution.)
* Shouldered in Madhya Pradesh state Government tender and take allocation.
* Initiate online learning programs in COVID period.
* Proofreading of English and Hindi Indian civil services notes.
* Counsel and motivating students during preparation.
* Handling Media decision.
* Conducting seminars in school and colleges.
* Maintain office administration.
* Maintain payroll

**HR Manager cum Liaison | Vellore Institute of Technology University Bhopal. | October 2016 – March 2018.**

* Handling land related work ( name transfer, demarcation, diversion)
* Handling every department government official.
* Handling every government work (DTCP, LABOUR, NAGAR PARISHAD, HIGHER EDUCATION, CIVIL COURT WORK)
* Handling court case (civil)
* Organizing Mega event (Chief minster function, celebrity function etc.)
* Organizing and handling press conference.
* Handling print media.
* Handling local staffing.
* Participation in recruitment process of faculties
* Arranging housing facilities and school facilities for faculties
* Maintain attendance record.
* Handling land related part of Mortgage creation at Axis bank
* Handling security of campus
* Handling VITEE counselling at Bhopal campus.
* Maintain legal documents
* Develop important contacts for university.
* Contributing in ERP development of Hr module
* Handling grievances .

**HR Manager (freelancer) | Khemchand Group | Aug 2012 – Sept. 2016 , Sagar.**

* Up gradation of Wages system.
* Maintain legal documents.
* Handling human resource.
* Payroll manager
* Motivator
* Grievance handling
* HR/Manpower planning
* HR finance
* Appraisal

**OSD | Daulat Ram Industries | Oct 2010- Dec 2011, Bhopal.**

* Up gradation of Wages system.
* Designing of performance appraisal system.
* Establishing code of conduct.
* Monitoring activities of production, sales and purchase.
* Develop new type of overtime system.
* Maintain corporate social responsibility.
* Preparation of MIS report
* Esi audit as per labour laws.
* Recruitment process single handily

**GET | Crompton Greaves | June 2007- Sept 2007, Bhopal.**

* Interacting with Clients.
* Maintain data of purchase activities.
* Coordinating with other deptt. As per requirement of material.
* Tracking process stages and material status.
* Vendor development for insulation material.
* Documentation on S.A.P.
* Vendor rating

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| **Education Qualification** | | | | | |
| **Course** | **Institute/College/School** | | **University/Board** | **Percentage** | **Year of Passing** |
| PGDM(Human Resource) | | Sinhgad Institute of Management and Computer Application, Narhe, Pune | Autonomous | 54 | 2010 |
| MMM (Marketing) | | Sinhgad Institute of Management and Computer Application, Narhe, Pune | University of Pune | 56.7 | 2010 |
| B.E. | Patel College Of Science & Tech. Bhopal. | | Rajiv Gandhi Technical University | 64.25 | 2006 |
| H.S.C | HEMA, Bhopal | | M.P. | 64.33 | 2001 |
| S.S.C | St. Joseph Co-ed, Bhopal | | M.P. | 66 | 1999 |

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| **Technical Skills** |

* SCM (Supply Chain Management) in SAP.
* Auto CAD.
* **Applications:** Ms–Office

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| **Career Summary** |

* A performance driven professional with 3 combined experiences in HR practice, recruiting, retrenchment and retaining the employees.
* Efficient in planning the organization needs.
* Proficient in supervising the other HR staff.
* Proficient in giving valuable decision and assisting the other departments.
* Expert in taking the order from the seniors and giving the valuable suggestions.
* Having good qualities for grivances handling
* Having capability to make good relation.

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| **Personal Qualities** |

* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* The ability to motivate people.

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| **Extra-Curricular Activities** |

* **Hosted and Organized** many activities in my college days like Blood Donation camps and cultural activities etc.
* **Member of the committee** for Anti Ragging Committee**.**
* Participated in Sports Activities and Debate competitions.

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| **Interests/Hobbies :** |

* Travelling.
* Reading psychology.

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| **Strengths:** |

* Motivated & a good team member
* Adaptability
* Passionate
* Listening
* Analytical skills.

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

**Rahul Sharma**