

Pakhi Sharma

Executive Human Resource

Contact: +91 - 6352073434 (pakhi181098@gmail.com)



Career Precis

Possess 9 months of post qualification experience in process manufacturing along with demonstrated skills and contributed in streamlining human resource with organizations direction.



Career Highlights

From June'2022 – Present | Rich Valley Dryfruit Pvt Ltd as HR Executive

Rich Valley Dryfruit is a food processing manufacturing, is well known for providing one of the finest nuts and dry fruits.

Key Responsibilities:

- Oversaw and handled employee life cycle (recruitment, onboarding, orientation, retention, offboarding)
- Data management: Managed information concerned to organization's employees.
- Issued service conditions letter (probation, confirmation, increment, termination and separation)
- Handled end to end payroll management (pre, process, post) timely and accurately and maintained records for the same,
- Maintained records and registers at factory adhering to Law (as per Factories Act & Contract Labor Act)
- Assisted factory manager and internal auditor for BRCGS audit concerning to HR and Labor Law. Assisted factory manager for inspection in factory.
- Addressed employee grievances, troubleshoot them and addressed to the management that needed tending to
- Initiated various employee engagement activities for employee satisfaction in the organization.

Good Knowledge:

- Statutory Compliances (PF, ESIC, Gratuity, Bonus, PT, LWF, IT, Verification of investment proofs as per declarations, Form 16) & Full and Final Settlements.
- Possess good knowledge of Claims Settlement, Transfers, KYC, Corrections & Changes, Challans, Returns, UAN, E-penchan card, Register new employees.

From 14.05.2021 – 05.06.2021 | Alpha Insight as Digital Marketing

Project Topic: Tactical Methods of SEO Management for Start-up Website.



Education

- M.B.A (HR) from Sardar Patel University in 2022 with 66% CGPA
- B. Com from Maharaja Sayajirao University in 2019 with 57%
- HSC Examination of GSEB with 61% in 2016
- SSC Examination of GSEB with 67% in 2014



Skills

- Microsoft (Excel, Word, Power Point, Outlook)
- Soft Skills (Relevant field knowledge, Confident, Efficient Communicator)



Projects

Contemporary Issue in Management (MBA Sem1)

Topic: Changes in Human Resource Management Due To COVID-19 Pandemic.

COVID-19 Pandemic is a challenge for every single organization and for every department. In this report I have searched on new methods and approaches adopted by human resource department according to government guidance and policies of companies, background screening, recruiting, training and the challenges faced by human resource leaders.

Management Skills Development (MBA Sem1)

Topic: Non-Verbal Communication (Haptics and Paralanguage)

Comprehensive study on haptics and paralanguage, their importance, usage in corporate world, advantage and disadvantage and future scope.

Comprehensive Project (MBA Sem3)

Topic: Macro & Micro Analysis of Consumer Electronic Industry

Reference:

Mr Vinod Meghrajani (CEO)- Rich Valley Dryfruit Pvt Ltd

Contacts: +91- 9227227233 (vinod.meghrajani@richvalley.in / vinod.meghrajani@gmail.com)