



Prerna Sharma

HR Manager

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I am a highly passionate individual who thrives upon seeking new challenges through my career as a HR Manager with 3+ years of experience in FMCD Industry. Skilled in full-cycle recruitment, employee engagement initiatives, and data analytics using Power BI & MS- Excel. Adept at sourcing top talent, driving employee satisfaction, and leveraging data to optimize HR strategies.

EDUCATION

Haryana Engineering College

B.Tech in Computer Science
2014 – 2018

ICFAI Business School

PGPM in HR and Analytics
2019 – 2021

SKILLS

- Talent Acquisition & Recruitment: Full-cycle recruitment, candidate sourcing, interviewing, onboarding.
- Employee Engagement: Developing and implementing engagement programs, conducting surveys, organizing events
- Data Analysis & Power BI: Creating dashboards, generating insights, data visualization, performance tracking
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously

EXPERTIZE

- Data Analytics – Power BI & Tableau
- MS – Excel & MS – PowerPoint
- Recruitment Tools – Naukri, FoundIt, LinkedIn & Shine
- Time Management
- Employee Engagement
- Recruitment
- Talent Acquisition

PROFESSIONAL EXPERIENCE

Haier Appliances India Pvt. Ltd | Mar'21-Present

Deputy Manager - TA | Aug'22 – Present

- Working closely with Stakeholders for closing all levels of manpower requisition with adequate skills within timeframe.
- Responsible for full life cycle of Recruitment process.
- Hands on experience working on job portals like – Naukri, LinkedIn, FoundIt and Shine.
- Handled recruitment from entry-level to senior-level positions and good experience in handling both On-Roll and Off-Roll to hire positions.
- Sourcing suitable candidates for the departments like Product, Sales, Platform, HSS and R&D for PAN India.
- Responsible for resume sourcing and identifying the potential candidates as per defined source mix.
- Built and managed strong sourcing, selection ,and networking capabilities to hire in a cost-effective environment and efficient manner.
- Conduct HR discussion for the technical select candidates, salary negotiation, to collect the relevant documents to release the offer, maintain a hand holding relationship until the candidate on-boards the organization.
- Prepares offer letters, generate online on-boarding events, assessment test & processes background checks.
- Maintaining MIS Reports on a monthly basis for the management review.
- Worked closely with business units, talent acquisition and stakeholders, talent managers to build talent pipelines for open requisitions by using recruitment marketing sources such as LinkedIn, Naukri, internal database, Headhunt & Reference etc.

PROJECTS IN TA

- Responsible for creating & designing Recruitment and HR Attrition dashboard in Power BI.
- Responsible for preparing a proper Job Description for the New positions & update the existing position.
- Responsible for preparing a Orientation plan.
- Employer Branding : Job post in recruitment portal (LinkedIn & Naukri) and prepare a communication of New Joinee for senior level.

CERTIFICATIONS

- Data Analytics for Decision Making
- Basics Of SQL
- HR Generalist - Udemy

Assistant Manager - OD | Mar'21 - Jul'22

- Responsible for organizing a company wide monthly engagement programs, contests, celebrations & events to create a vibrant work environment.
- Responsible for conducted satisfaction survey & polls to gauge the employee sentiments regularly.
- To create communication content for internal communication through different platforms (like App, Mail, Posters, Banners etc.) to ensure the effective communication.
- Responsible for running and maintaining HR Applications i.e. My Haier App.
- Conducting regular surveys, pulse, poll and quiz for continuous employee engagement and employee satisfaction.
- Responsible for making Committee SOP.
- Initiate employee engagement activity i.e. Appreciate Employee on his Work Anniversary at HO, ensuring a positive work culture and high employee satisfaction.
- Responsible for preparing and distributing the Appreciation certificates & gifts and Retirement kit in HIL (HO & Branches).

PROJECTS IN OD

- Responsible for creating & designing Staff Efficiency and Training & Development dashboard in Power BI.
- Responsible for Conducting and Managing the Sports Committee & Culture Committee.