



Asha Sharma

☎ 917008370937

@ashuasha16@gmail.com

♠ Bhubaneswar

Dedicated and result oriented Human Resources Specialist with a proven track record of effectively managing employees relations, talent acquisition, and organizational development. Skilled communicator with the ability to collaborate across all levels of an organisation to achieve HR and business objectives.

SKILL

- Leadership Organization
- skills Problem Solving
- Communication
- Financial Management
- Educational Leadership
- Interpersonal Skills

LANGUAGES

- English
- Odia
- Hindi native

INTERESTS

- Painting
- Reading

EXPERIENCE PROFESSIONAL

1. (New Life Academy), Kesinga, Odisha.

- *organizing.
- *Planning, and managing various aspects of a project.
- *Event, or team to ensure smooth and efficient operations.

Role-college Administration

2. (Sri Chaitanya school), Vishakapatnam.

*Met with prospective students and Encouraged them to apply.

*Supported the Management Team in providing such Administrative support as may be required in a timely And efficient way.

*Reviewed college applications to select students with the most potential.

*Scheduled Space and times for classes, Ensured students meet graduation requirements.

*Planned events such as job fairs and commencement ceremonies.

*Advised students on topics such as housing issues, personal problems, or academics. Scheduled programs and services to bolster the college experience, such as athletic events or recreational activities.

EDUCATION

- **Master of Arts in HR Management**
- **Bachelor of Business Administration (Gayatri University)**
- **High School (Vimla Convent School)**

Role-Guest faculty

3. (Sri Prakash Vidhyaniketan, Pendurthi)

*Teaching English subject from class 3 to 8 students.

*Taking evening tuitions.

*Taking care of spoken English classes.

Role - vice principal

4. (Narayana Techno School, Kurmanapalem, Vishakapatnam)

*Reporting to the dean, the college office coordinator is an integral member of the college

*staff, working closely with the head of the college, the dean, and other staff members to

*support an increasingly complex college program.

*The coordinator provides administrative support for the dean, assistant dean for student life, assistant dean for studies, and head of the residential college. The office coordinator has overall responsibility for maintaining confidential student files.

*Actively manages permanent files and records using an online database, Responsible for indexing, classifying, and archiving documents.

*Responsible for sensitive triage of student and parent calls and visits to the college office, exercising judgment about when the urgency of the situation requires escalation.

EXPERIENCE PROFESSIONAL:

Tata Consultancy service Ltd

Senior HR Business Partner

Tata Consultances ServiceLtd|2018– Present

- Collaborated with senior leadership to develop and implement talent acquisition strategies resulting in a 30% reduction in time-to-fill for critical roles.
- Successfully resolved complex employee relations issues.

Talent Acquisition specialist

Tata Consultance Service Ltd

- * Managed full-cycle recruitment for technical and non-technical positions , resulting in the successful hire of over 100 professionals within a 2-year period.
- * Conducted skills assessments and interviews.

HR Coordinator

Tata Consultance Service Ltd

- Coordinated new employee on boarding, facilitating orientation sessions and ensuring a smooth transition for new hires.
- Assisted in the development and rollout of a performance management system.