

PIYUSH SHARMA

HR Executive | Recruitment | HR Operations

📍 Gandhi Road, Pilkhuwa, Distt-Hapur, Uttar Pradesh-245304
📞 9354619526 | ✉️ piyushsharma20602@gmail.com



PROFILE

Dedicated and motivated HR professional with experience in recruitment, HR operations, employee management, and administrative support. Skilled in handling PF & ESIC work, hiring processes, employee records, attendance management, onboarding, and HR documentation. Experienced in using HR-One, ON-Time, Real-Time Software, and job portal platforms with strong communication and coordination skills.

WORK EXPERIENCE

HR Executive — <i>I.T.S- Educational Group</i>	Present
• Managing recruitment & hiring process • Handling PF & ESIC related work • Employee attendance & leave management • Working on HR-One & ON-Time software • Employee onboarding & documentation	
HR Assistant — <i>GS Medical College</i>	1 Year
• Worked on Real-Time HR Software & Job Platforms • Maintained employee records & attendance • Assisted in recruitment and HR operations • Managed HR documentation and data entry	
Computer Operator – RTO Department — <i>Rohan Motors Ltd</i>	6 Months
• Data entry and office documentation work • Maintained records and reports • Supported departmental administrative operations	

EDUCATION

Master of Business Administration (HR & IT) — <i>Dr. A.P.J. Abdul Kalam Technical University</i>	Pursuing
Bachelor of Technology (B. Tech) — <i>Dr. A.P.J. Abdul Kalam Technical University</i>	2025
Intermediate — <i>Uttar Pradesh Madhyamik Shiksha Parishad</i>	2020

SKILLS

- Recruitment & Hiring
- HR Operations
- PF & ESIC Work
- Employee Management
- Attendance Management
- HR Documentation
- MS Office (Excel & Word)
- HR-One & ON-Time Software
- Communication Skills

STRENGTHS

- Quick Learner
- Team Player
- Hardworking
- Positive Attitude
- Time Management

LANGUAGES

Hindi | English

PERSONAL DETAILS

Father's Name : Mr. Sanjay Sharma
Date of Birth : 20th June 2002
Gender : Male
Marital Status : Single
Nationality : Indian
Religion : Hindu
Languages Known : Hindi & English

DECLARATION

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

Date: _____
Place: _____

(PIYUSH SHARMA)