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22nd March 1996

KARAN SHARMA

Human Resource (HR) Professional

PROFESSIONAL SYNOPSIS

A seasoned professional with 7+ years of experience in Human Capital Management having worked with leading conglomerates across industries. Holds a master's degree in management (specialized in HR and Finance) from Guru Gobind Singh Indraprastha University, New Delhi. Expertise in Personnel Management, Payroll Management, HRIS, Dashboards, Benefits and Rewards, Change and Organization Interventions, Talent Lifecycle, Process Improvement, New Process Development, and Employee Relation. Known for strong leadership, interpersonal skills, developing strategies to align people performance with business goals.

ACADEMIC HISTORY

MBA || Human Resource & Finance || MERI, GGSIPU || New Delhi || 2017 – 2019

BBA || General || FIMT, GGSIPU || New Delhi || 2013 – 2016

Intermediate || Commerce || CBSE || New Delhi || 2012 – 2013

Matriculation || General || CBSE || New Delhi || 2010 – 2011



CAREER OVERVIEW

EVEREST GROUP, Gurgaon, India (On payroll of JSS Digital)



Everest Group is a research firm helping business leaders confidently navigate today's market challenges, driving maximized operational and financial performance and transformative experiences. Everest Group's expertise and research focused on technology, business processes, and engineering through the lenses of talent, sustainability, and sourcing deliver precise and action-oriented guidance.

Senior Associate- Human Resources Operations

November 2022 till April 2025

Key Deliverables

- ✓ **Payroll & Compensation Management –**
 - Administered end-to-end payroll processing which includes attendance consolidation, salary processing, bonuses, deductions, and ensuring compliance with statutory requirements like EPFO and ESIC. Oversee compensation and benefits administration, address employee queries related to leave and maintain accurate employee records.
 - Generate payroll reports for audits, ensure compliance, manage gratuity calculations, and serve as the primary point of contact for payroll-related queries, providing prompt and effective support to employees and stakeholders.
- ✓ **Employee Lifecycle Management –**
 - Maintained 100% accuracy in managing the HR database and employee records throughout the entire employee lifecycle, while generating detailed headcount analyses and monthly, quarterly, and annual HR dashboards and presentations to support management decisions, enhance operational efficiency, and reduce compliance risks.
 - Owned execution and tracking of all administrative tasks throughout the employee lifecycle, collaborating cross-functionally to deliver consistent and timely support for new hires, transfers, exits, and employee data changes.
- ✓ **Performance Management Support –**
 - Assisted in the end-to-end coordination and administration of Semi-annual & annual performance review cycles, including scheduling, data management, and performance reporting—ensuring timely completion, process compliance, and alignment with organizational performance objectives.
 - Partnered with leadership to ensure fair and consistent application of performance evaluation policies and documentation.
- ✓ **HRIS Administration & Data Management (ADP) –**
 - Administered the HRIS, managing new hire profiles, troubleshooting issues, and collaborating with support teams for system optimization, while ensuring data integrity across HR systems to support strategic planning and workforce insights.
 - Maintained and updated employee records on the HRIS system, including post-promotion mappings, ensuring data accuracy and consistency. Collaborated with the HRIS Administrator to generate, analyze, and present HR metrics and data reports that helps senior leadership decision-making.
- ✓ **HR Policy & Compliance Guidance –**
 - Partnered with management to create and update HR policies in line with legal standards and company goals, while providing clear guidance to staff and promoting a transparent, consistent, and accountable workplace culture.
 - Resolved employee concerns and HR issues with professionalism, urgency, and adherence to company standards and local labor regulations.
- ✓ **Exit & Clearance Management –**
 - Managed the exit process for departing employees, including conducting detailed exit interviews to gather feedback, analyzing reasons for departure, and identifying opportunities for organizational improvement.

- Oversaw final payment calculations, ensuring accurate settlement of salary, bonuses, benefits, and deductions, while managing clearance procedures in line with company policies.
- ✓ **Leave Management & Forecasting** – Handle time-off management, conduct leave reconciliations and perform quarterly leave actuarial calculations for financial forecasting in collaboration with the Finance team.
- ✓ **Stakeholder & Project Management** – Build strong relationships with business stakeholders, anticipating HR needs and addressing issues promptly. Manage HR operations and projects to align with business timelines and objectives.
- ✓ **Vendor Relationship & Contract Management** – Manage vendor relationships, negotiate contracts, oversee monthly invoicing, and optimize service delivery to ensure cost-effective, and timely HR solutions.
- ✓ **Global HR Support** – Provide HR support for multiple geographies, including India, UK, US, and Canada, handling all employee-related matters across these regions.
- ✓ **Business Reporting & Analytics** – Develop and modernize monthly and quarterly HR presentations and reports to align with evolving business needs and provide actionable insights to leadership.
- ✓ **Employee Benefits Administration** – Oversee Group Medigap, parental insurance, and personal & term life insurance for all employees in India, addressing employee queries and managing related processes.
- ✓ **Insurance Renewal & Data Management** – Lead the insurance renewal process, including data collection, validation, and coordination with Third-Party Administrators (TPAs) to ensure timely renewals.
- ✓ **Employee Engagement** – Organize and execute employee engagement events, such as tenure awards, town halls, and team-building activities, to enhance workplace morale and foster a positive company culture.
- ✓ **Rewards & Recognition Program** – Manage the company's rewards and recognition initiatives, including overseeing the disbursement of e-vouchers and gifts to employees for outstanding achievements.
 - ❖ **Administrative & Special Projects**
- ✓ **HR Service Desk Implementation** – Designed and implemented a comprehensive HR Service Desk (HRSD) to efficiently address employee concerns, resolve grievances, track ticket resolution times, and streamline HR-related processes.
- ✓ **Process Improvement & SOP Development** –
 - Led and supported the execution of HR projects related to policy implementation aligned with the People Strategy, while identifying and recommending process improvements across both business and HR functions and proposing innovative HR solutions to enhance service delivery and operational efficiency.
 - Develop and implement standard operating procedures (SOPs) to support process re-engineering initiatives.
- ✓ **Employee File Digitization** – Successfully led the transition of employee files from physical to digital format across India, ensuring compliance with data management standards.

AGNEXT TECHNOLOGIES PRIVATE LIMITED, Gurgaon and Mohali, India



AgNext leverages AI-based food assessment technologies to enhance trust, speed, and transparency in the agriculture value chain. Its full-stack integrated platform combining algorithms, software, and hardware enables businesses to assess food quality on-site.

Senior Executive- Human Resources Operations and On-boarding

March 2022 till August 2022

Key Deliverables

- ✓ **Onboarding & Employee Integration:** Develop and implement a structured onboarding plan for new hires, including document collection (Employment Agreements, NDAs), enrollment into payroll (Saral), and system integration (Zoho People, email, Slack). Coordinate with HODs for Reporting Managers and Buddies, track onboarding progress, and conduct HR induction sessions. Facilitate Breakout Sessions and send welcome emails to ensure smooth integration. Distribute "Work Protocols" to Interns/Trainees and gather feedback for performance tracking.
- ✓ **Employee Data & Payroll Management:** Maintain up-to-date employee records, ensuring accuracy for identity creation and business cards. Oversee attendance and leave for 300+ employees, manage payroll processing (bonuses, deductions, taxes), and prepare salary registers for finance team approval. Handle employee queries related to Medigap, insurance, leave, and other HR policies.
- ✓ **Employee Engagement & Recognition:** Organize employee engagement events (birthdays, anniversaries, farewells) to foster a positive culture and recognize milestones.
- ✓ **HR Policy Development & Compliance:** Assist in developing HR policies aligned with ISO 9001 & ISO 27001 standards, including Confidentiality, Travel, Leave Policies, and Employee Disciplinary Processes.
- ✓ **Organizational Development:** Contribute to the development and maintenance of the company's organizational chart, ensuring accuracy in team structures and reporting lines.

MARG ERP LIMITED, Delhi, India



MARG ERP Ltd. specializes in customized inventory, accounting, and digital payment solutions for SMEs and MSMEs, offering online and offline services. A leader in business software, it holds over 50% market share in India's pharma and FMCG sectors and is a Guinness World Record holder, ISO certified, and CMMI Level 3 company.

*Executive- Human Resources Generalist
2022*

April 2021 till March

Key Deliverables

- ✓ Managed documentation for new hires, ensuring HR protocol compliance. Led induction programs covering company policies, culture, and office tours. Coordinated seating, assets, and system setup for new hires; facilitated email ID and ID card creation. Assisted with bank account setup and delivered HRIS training.
- ✓ Prepared and issued offer, appointment, experience, and relieving letters. Managed employee joining's, transfers, exits, and exit

formalities, including F&F settlements, PF, Gratuity, and leave encashment. Coordinated employee clearance and feedback during exit processes. Communicated company announcements and advisories.

- ✓ Managed payroll for 300 employees across 3 companies using internal payroll software (HR Xpert). Consolidated and adjusted attendance data, processed payroll, and ensured timely salary disbursements. Addressed payroll queries, generated reports for audits, and maintained compliance with statutory requirements (EPFO, ESIC). Handled leave management and ensured accurate salary calculations, including gratuity and statutory benefits.
- ✓ Developed and organized engagement activities like Rewards, Fun Hours, Zumba, Yoga, and Team Building. Managed office celebrations for birthdays, anniversaries, and festivals. Initiated annual events such as Bike/Scooter race and Marg Premier League.

CALANCE SOFTWARE PRIVATE LIMITED, Gurgaon, India



Calance is a global IT services and technology solutions provider, offering expertise in Business Intelligence, Data Science, Generative AI, Application Development, Robotic Process Automation (RPA), DevOps enablement, Managed Services, Cybersecurity, and IT staffing. Headquartered in Southern California, Calance has upheld a commitment to excellence for over 20 years.

Executive- Human Resources & Admin

January 2020 till March 2021

Key Deliverables

- ✓ Coordinated with the recruitment team to streamline onboarding and induction processes, and managed employee records (master sheets, joinings, transfers, exits).
- ✓ Handled leave processing, probation confirmations, and exit formalities (F&F), while addressing employee grievances related to salary, PF, ESIC, and taxes.
- ✓ Managed vendor relationships, ensuring timely payments and ID card printing, and processed monthly reimbursements with prior approvals.
- ✓ Administered employee TDS declarations, prepared reports, and ensured compliance regulations.
- ✓ Issued company documents such as offer letters, appointment letters, warnings, and increment letters.
- ✓ Maintained organized employee files and managed attendance using the CATS system.

MF BUMI GEOTECH PRIVATE LIMITED, Delhi, India



For over a decade, MF Bumi Geotech has been the go-to expert for specialized geotechnical services across South Asia and the Middle East. Our unique capabilities and regional experience make us the ideal partner for infrastructure and construction companies undertaking complex, specialized projects.

Executive- Human Resources

August 2018 till January 2020

Key Deliverables

- ✓ Contributed as a proactive team member in the HR department, supporting Bumi Group's mission and managing end-to-end recruitment, from sourcing candidates to onboarding.
- ✓ Collaborated with HODs to understand recruitment needs, drafted job descriptions, and issued key documents such as offer, appointment, transfer, and increment letters.
- ✓ Managed joining formalities, induction, and seamless onboarding for new employees, and maintained accurate records for joinings, transfers, and exits.
- ✓ Developed and implemented health & safety programs in collaboration with the Fire & Safety Manager.
- ✓ Monitored and maintained employee attendance records and regularly updated employee master data.
- ✓ Reported key dates and festivals to management for event planning and conducted HR audits across various company sites.

PAMHO HR SOLUTIONS, Delhi, India



Pamho HR Solutions is specializing in providing recruitment and human resource consulting services to businesses, focusing on finding well-matched candidates for open positions by closely understanding their client's hiring needs and managing the entire recruitment process professionally and efficiently; essentially acting as a placement agency with a dedicated team of HR experts.

Recruiter - Human Resources

August 2016 till July 2017

Key Deliverables

- ✓ Managed IT and non-IT recruitment lifecycle, sourced candidates, and scheduled interviews.
- ✓ Handled job postings, candidate screening, and offer negotiation.
- ✓ Actively involved in Bulk hiring for various industries and different functions
- ✓ Maintained sophisticated trackers and ensured candidates joining as per TAT

SKILLS

|| HR Strategy & Workforce Planning || Talent Development || Payroll Management || HR Compliance Management || Stakeholder & Employee Relations || Data-Driven Decision Making || Forecasting & Data Analytics || Collaboration & Cross-Functional Integration || Project Mgmt. & Process Improvement || Change Mgmt. & Technology Advancement || Self-Driven & Goal-Oriented || HR Analytics ||