**COVER LETTER**

**Charu Sharma**

WZ-39 Shiv Nagar

Street No-2

Janak Puri

New Delhi -110058

Respected Sir/ Madam,

I have completed **MBA** in **HR** in 2014(August).

Currently I am Working with “**AIR INDIA SATS AIRPORT SERVICES PVT LIMITED**” as a **TRAINING AND DEVELOPMENT EXECUTIVE** where my work responsibility is to handle overall **administrative functions** for the “LEARNING AND DEVELOPMENT” DEPARTMENT.

Air India SATS aims to be the **best handling agent** in India and the regions providing **world class** airport ground and cargo handling services, giving value to its stakeholders.

Thanks for taking the time to consider my application.

Yours Sincerely,

**Charu Sharma**

[charusharma0809@gmail.com](mailto:Charusharma0809@gmail.com)

**9811293295**

**CHARU SHARMA**

**Mobile:** 91-9811293295

**E-Mail: charusharma0809@gmail.com**

To be an integral part of the growth oriented organization and work in a challenging and dynamic environment and to contribute to the development of the organization which I represent and serve while concurrently upgrading my knowledge, skills, experience and exposure.

**CAREER CONTOUR**

**Specialization:**

**Major: HR**

**Minor: Marketing**

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| **PASSED IN** | **QUALIFICATION / INSTITUTION /**  **UNIVERSITY / BOARD** | **PERFORMANCE** |
| **Aug-2014** | **Post-Graduation course (MBA)**  HMR institute of technology and management  affiliated to:  Guru Gobind Singh Indraprastha University. | **77.75%** |
| **Aug -2012** | **Graduation course** **(BBA)**  Beri Institute Of Technology, Training and Research affiliated to:  Guru Gobind Singh Indraprastha University. | **79.80%** |
| **2009** | **Senior Secondary Examination - Class XII**  MODERN ERA CONVENT , New Delhi  Central Board of Secondary Education | **75%** |
| **2007** | **Higher Secondary Examination - Class X**  MODERN ERA CONVENT , New Delhi  Central Board of Secondary Education | **64.77%** |

**ORGANISATIONAL EXPOSURE**

**AIR INDIA SATS AIRPORT SERVICES PVT LIMITED FEB’15 fgdgfgfgfgfFFFEBFEB’15**

**Corporate Training and Development Executive**

**Key Deliverables**

* Keeping departmental administrative officers informed of trainings organized.
* Compiling attendance sheets and updating training records.
* Coordinating with various departments (cargo, baggage, passenger services, and ramp) for nominations and attendance sheets.
* Maintaining training files and name lists as per ISO standards.
* Verify invoices and provide supporting documents to finance for trainings conducted.
* Keeping stock of training stationaries and courseware.
* Preparing training certificates and uploading into LMS
* Maintaining inter-departmental- relations.
* Updating training records as per attendance sheets.

**PROFESSIONAL SYNOPSIS**

1. A building professional with 3 months of industrial exposure in handling administrative functions for Learning and Development department.
2. Well versed with various standards pertaining to updating training records and maintaining training files.
3. Effective Coordinator with excellent ability to coordinate with various departments (cargo, baggage, passenger services, and ramp) for nominations and attendance sheets.
4. Maintaining inter-departmental relations.
5. Coordinating with in-house facilitators as well as external agencies for training schedule and requirement.

**ACHIEVEMENTS**

Award for **Meritorious Academic Performance** in Class 10th, 12th, graduation and post-graduation from **INDIAN OIL CORPORATION L**

**INDUSTRIAL TRAINING**

|  |
| --- |
| **INDIAN OIL CORP. LTD** |
| MBA: Role of Trade Union(June-August 2012)  1. To study and find out the Satisfaction level of workers regarding the Management of the organization.  2. To know whether Trade union protect and promote the interests of their members.  3. To know the view point of the employees of the IOCL with the help of a questionnaire filled by the sample employees of the organization. |

**IT SKILLS**

1. Knowledge of MS-Office.
2. Browsing internet.

**PERSONAL DOSSIER**

**Address** : WZ-39, Lane No.2, Shiv Nagar, Janak Puri, New Delhi - 110058

**Date of Birth** : 9 June, 1991

**Languages Known** : English, Hindi

**Father’s Name** : Mr. B.K. Sharma

**Mother’s Name** : Mrs. Asha Sharma