**SAMAR SHARMA**

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**Professional Summary**

Results driven HR professional offering 5+ years in achieving positive human resources outcomes. Articulate negotiator skillful in supporting competitive company growth by sourcing top-quality applicants for critical roles. Organized planner with excellent team leadership and program management abilities.

**Skills**

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| --- | --- |
| * Compensation and Benefits * Training and Development * RRSPs enrollment and Managements * Oracle HRMS (PeopleSoft) | * Proficient in the use of MS Office Suites, Word, Excel, Outlook and Power point * Payroll and Benefits Administration * Applicants Reference Checking |

**Work History**

**HR Coordinator, 03/2020 to Current**

**Bayshore Home Care Solutions- Ottawa, ON**

* Developed comprehensive process for new hires and reviewed new hire productivity, optimizing, onboarding effectiveness.
* Supported HR functions with emphasis on record keeping, data entry, and general HR tasks.
* Updated Human Resources Information System (HRIS) database, maintained data accuracy and assisted with system changes.
* Supported human resources staff with new hire orientations and monthly departmental meetings.
* Maintained current knowledge of industry regulations and legislation to amend policies and promote compliance.
* Handled employee inquiries and complaints regarding policy and benefits issues.
* Completed background and reference checks to facilitate hiring and onboarding of employees.
* Assisted with recruitment process by posting job ads, filtering applicants, scheduling interview process and drafting offer letters.
* Supported employee relations, cultivating retention with welcoming and inclusive work culture.
* Updated training processes by reviewing existing documentation, leveraging feedback from associates, and working with legal and compliance teams.
* Created and implementing forward-thinking initiatives to improve employee engagement.

**HR Assistant, 01/2018 to 03/2020**

**Gupta Financial Services – Ottawa, ON**

* Reviewed and screened applicant resumes to identify qualified candidates.
* Maintained office supplies, distributed mail and processed invoices for payment.
* Created and completed personnel actions forms for hires, terminations, title changes.
* Supported coordination of benefits open enrollment activities and processes.
* Administered compensation, benefits, and performance management systems at direction of supervisor.
* Analyzed and reported on employee turnover rates to assess reasons and make recommendations for improvement.

**Assistant Manager, 01/2018 to 03/2020**

**National Money Mart – Ottawa, ON**

* Recruited, interviewed, and hired employees an implemented mentoring program to promote positive feedback and engagement.
* Improved staffing during busy periods by creating employee schedules and monitoring call-outs.
* Monitored cash intake and deposit records, increasing accuracy, and reducing discrepancies.
* Reviewed sales and gross profit report to assess company efficiency, established team priorities, maintained schedules, and monitored performances.
* Made hiring recommendations to increase company’s productivity and profitability with quality workers.
* Evaluated employee performance and conveyed constructive feedback to improve skills.
* Offered hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences.
* Defined clear targets and objectives and communicated to other team members.

**Manager, 08/2013 to 11/2018**

**Subway – Ottawa, ON**

* Controlled costs to keep business operating within budget and increase profits.
* Prepare weekly labor schedule and submit biweekly hours.
* New employee recruiting and offered employment contracts.
* Interviewing, hiring, training staff members.
* Representing branch at franchise conferences.

**Education**

**Business Administration 3-year Advanced Diploma- Human Resource ManagementAlgonquin College – Ottawa, ON- 04/2020**

**Business Administration 3-year Advanced Diploma- Finance Algonquin College – Ottawa, ON- 04/2017**

**References Available On Request.**