



## Varnika Sharma

[varnika.sharma009@gmail.com](mailto:varnika.sharma009@gmail.com)

<https://www.linkedin.com/in/varnika-sharma-b8114b21b/>

+91 7895282744

### Introduction

Human Resource Management with 4+ years of work Experience. Also, assisting and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a MBA in International Business & Marketing. Graduate in Marketing and Human Resource.

### Key Skills / Tools

- Interpersonal Communication,
- MS Office Suite,
- Teamwork,
- Leadership,
- Adaptability,
- Coaching,
- Sourcing,
- Recruitment
- Employee Relations

## Work Experience

### Vendor Manager (Recruiting)

**Milestone Localization, Bengaluru | March 2022 - Jan 2023**

Worked as a Vendor Manager and Internal Recruiter for the company.

- Coordinated with Project and Sales team for the new or upcoming requirements.
- Sourced and shortlisted candidates from different portals including **LinkedIn, Upwork, Proz, Translators, CIOL, Linguist cafe, Voices, FIVER.**
- Conducted initial screening interviews to discuss the job profiles and to understand candidate's experience as per the requirements.
- Collaborated with local and international candidates via email and skype to conduct the next phases of interviews.
- Maintained database of the potential candidates, and conducted initial online assessments via company portal.

### Hiring and Payroll Executive

**Megasoft Solutions India, New Delhi | May 2019 - March 2021**

Worked as Senior Executive for Recruitment and Payroll Teams for Megasoft Solutions. Megasoft Solutions founded in 1998, pioneers in tech enabled unified solutions in the areas of HR, Compliance Management, Travel and Accounting.

- Handled end-to-end recruitment as a single point of contact for multiple clients including **Paytm** across India.
- Led and guided the sourcing team to build up the resource pool.
- Developed and implemented ideas to improve the talent acquisition process and identified the key sourcing channels for the clients.
- Managed the Payroll for clients including the **DIAGEO** India team (7000+ Headcount) to ensure timely closure of input, draft, and payroll output.
- Prepared and managed the salary data of employees in the master database.
- Prepared true full and final settlements and payment for the client employees.
- Managed the centralized help desk at the Pan India level and ensured 100% closure on queries within the agreed SLAs with the clients.

### Senior Operations Executive

**Concentrix Daksh Services India, Gurugram | June 2017- April 2019**

Worked as Senior Operations Executive at Concentrix Daksh Services for a renowned online content sharing platform.

- Worked as a core team member of the Client's Policy Team to handle training and updates for new policy changes.
- Managed security policies and escalations for live stream content and followed up with the law enforcement teams worldwide for quick resolutions.
- Coordinated with clients on a Pan India basis (via chat, email, and video conference) for ensuring smoother closure of defined tasks.

## Education

- **Professional Certificate Programme, HR Management & Analytics** | Indian Institute of Management, Kozhikode  
**2024**
- **Master of Business Administration, International Business & Marketing** | IMS Unison University, Dehradun  
**2017**
- **Bachelor of Business Administration, Marketing and Human Resource** | IMS Unison University, Dehradun  
**2015**