

## Priya Sharma - HR Executive

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Location: Bengaluru, India

### Professional Summary

Dynamic and detail-oriented HR professional with 2 years of experience in recruitment, employee engagement, onboarding, and HR operations. Proven ability to manage end-to-end recruitment cycles, coordinate training sessions, and support performance management initiatives. Passionate about building a positive workplace culture and streamlining HR processes.

### Work Experience

#### HR Executive

ABC Technologies Pvt. Ltd., Bengaluru

Jan 2023 - Present

- Managed full recruitment lifecycle for technical and non-technical roles (screening, interviewing, onboarding).
- Coordinated induction and orientation sessions for over 100 new hires.
- Handled HR operations including maintaining employee records, payroll coordination, and exit formalities.
- Supported performance appraisal processes and employee engagement initiatives like surveys and events.
- Collaborated with department heads to understand manpower requirements.

#### HR Intern

## **Priya Sharma - HR Executive**

XYZ Solutions, Bengaluru

Jul 2022 - Dec 2022

- Assisted in sourcing candidates via job portals (Naukri, LinkedIn).
- Scheduled interviews and maintained daily recruitment trackers.
- Participated in planning employee welfare programs and monthly engagement activities.
- Helped in preparing offer letters, employment contracts, and maintaining compliance documents.

### Education

Bachelor of Business Administration (BBA)

Christ University, Bengaluru

2019 - 2022

### Skills

- Recruitment & Talent Acquisition
- Onboarding & Induction
- HRMS Tools (Zoho People, Keka)
- Employee Engagement
- Performance Management Support
- MS Excel, Google Workspace

### Certifications

- Certified HR Generalist - Henry Harvin
- LinkedIn Learning - Talent Sourcing and Recruitment Strategy

### Languages

- English (Fluent)

## **Priya Sharma - HR Executive**

- Hindi (Fluent)
- Kannada (Basic)