

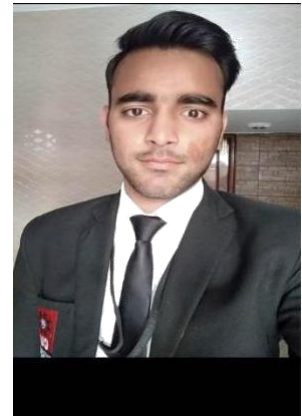
ANKIT SHARMA

Address:-17F/203, Vasundhara

Ghaziabad,U.P. (201012)

Mobile.No. :- 9910969011

E-mail:-akhilkumar991036@gmail.com



CAREER OBJECTIVE

To develop a long term association with an ethical and dynamic organization, at a responsible position, which lays importance and career development of their employee and provides an excellent work atmosphere with high performance and opportunities.

ACADEMIC CREDENTIALS

| Course | Board/University | Year |
|----------------------|--|-----------|
| MBA | Jaypee Business School. | 2021-2023 |
| Bsc.Hotel Management | Chandigarh University, Gharuna, Punjab | 2016-2019 |
| Intermediate | CBSE Board | 2016 |
| High School | CBSE Board | 2014 |

• WORK EXPERIENCE

Senior Career Consultant, TeamLease Pvt.Ltd. New Delhi, June 2024 – Current

- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms

- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- 🔗 Monitor [key HR metrics](#), including [time-to-fill](#), [time-to-hire](#) and [source of hire](#)
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard

HR Executive in Monarch Web World

Noida, India June 2023-June 2024

- Directed recruitment, selection and hiring processes.
- Supported leadership and employee relations by responding to requests, grievances and other issues or needs.
- Recruitment: Assisting in the recruitment process, from job postings and candidate sourcing to conducting interviews and making hiring recommendations.
- Onboarding: Coordinating the onboarding process for new employees, ensuring a smooth transition into the company.
- Employee Relations: Handling day-to-day HR inquiries, resolving employee issues, and fostering a positive work environment.
- HR Documentation: Maintaining accurate HR records, including employee files, attendance, and leave records.
- Compliance: Ensuring compliance with all relevant labor laws and regulations.

Training and Development: Assisting in designing and implementing employee training and development programs |

HR Executive |JAYPEE VASANT CONTINENTAL

May 2021-Apr 2023

- Worked with HR team to coordinate company events
- Maintained relationships with personnel using strong collaboration and teamwork skills
- Developed strong written and verbal communication skills
- Filed paperwork, sorted, and delivered mail and maintained office organization
- Updated and maintained employee records to respond quickly to requests for information
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews
- Answered phone and performed clerical duties to assist human resources department.

GUEST SERVICE ASSOCIATE, JAYPEE RESIDENCY MANOR

Feb 2019-Mar 2020

- Resolved guest issues with rooms or reservations with knowledgeable and friendly service
- Maintained working knowledge of nightlife, local dining establishments and historic sites to share with hotel guests
- Oversaw front desk operations with eye for hotel reputation, staff productivity, and operational efficiency
- Booked appointments, accepted payments and answered guest questions
- Performed concierge services for guests
- Confirmed arrival and departure times for guests
- Engaged guests entering facility and offered to assistance with wayfinding.

Technical Skills

- Time Management
- Leadership

- Self Motivation
- Adaptability

Personal Profile

Father's Name : Mr. Pramod Kumar Sharma
Date of Birth : 25/11/1998
Gender : Male
Language known : English & Hindi
Nationality : Indian
Hobbies : Playing Basketball & Traveling

DECLARATION

I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

Date:-

Place:-

//Ankit Sharma//