



# Renu Sharma

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## OBJECTIVE

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Experienced senior HR executive with a proven track record in recruitment, Payroll management, employee engagement and compliance. Looking to apply my skills in HR operations, statutory compliance and employee development to support organizational growth and create a positive workplace culture.

## EXPERIENCE

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Dec 23 -  
Present

- **Senior HR executive**  
Xihi technologies pvt ltd

- Managed end-to-end recruitment, including sourcing, interviewing, and onboarding.
- Scheduled interviews and assessed candidates for role alignment.
- Oversaw payroll management, salary structures, and compliance.
- Handled full and final settlements (FnFs) for departing employees.
- Managed PF and ESIC registrations, exits, and compliance.
- Processed visa documentation for clients in foreign affairs.
- Conducted exit interviews to analyze and improve retention.
- Updated and managed insurance policies for employees.
- Created and maintained employee ID cards and records.
- Registered new hires in Megasoft and ensured accurate HR documentation.
- Organized employee engagement events to boost morale.
- Addressed attrition and absenteeism with proactive measures.
- Oversaw onboarding, exits, career progressions, and appraisals.
- Published LinkedIn updates to enhance employer branding.
- Utilized Naukri.com for recruitment and talent acquisition.

- Supported internal and external HR audits.
- Designed and implemented employee training and development programs.
- Experience of background verification for newly joined employees.

Jan 23 -  
May 23

- **Technical recruiter**

Quant world technologies pvt ltd

- Worked with clients like Hexaware, Virtusa, and TCS, managing full-cycle recruitment for various technical roles.
- Utilized ATS (Ceipal) for hiring, candidate search, and recruitment processes.
- Analyzed client requirements and matched them with candidates' skillsets to fulfill requisitions effectively.
- Leveraged platforms such as Job Diva, LinkedIn, Dice.com, and Monster.com for sourcing candidates.
- Specialized in US staffing, hiring US Citizens, Green Card Holders, H1B, and EAD candidates.
- Responsible for salary negotiations, resume formatting, and headhunting for client-specific needs.
- Managed recruitment across W2, 1099, and Corp-to-Corp arrangements.

July 22 -  
Dec 22

- **Technical recruiter**

NLB Services, Noida

- Recruited for clients such as Infosys, Northern Trust, Comcast, Fiserv, Daimler, and UBS.
- Supported direct clients including Delta, Railinc, Synchrony, and Astreya (Facebook/Google/eBay).
- Extensively used Job Diva ATS for sourcing and managing profiles, and submitting candidates.
- Specialized in W2 and C2C hiring while maintaining expertise in US visa types.
- Successfully achieved daily, weekly, and monthly submission targets, including interviews and candidate onboarding.
- Built and maintained vendor relationships and sourced new vendors through LinkedIn.

April 21 -  
June 22

- **Technical recruiter**

Ardor IT solution, Noida

- Worked with implementation partners such as LTI and Infosys and end clients like Citibank and Apple.
- Managed IT recruitment, sourcing consultants as per client requirements across W2 and Corp-to-Corp arrangements.
- Utilized ATS (Job Diva, Ceipal) for resume sourcing, initial screenings, and tracking candidate data.
- Negotiated pay rates and built strong relationships with candidates to gain quality referrals.
- Played a key role in the end-to-end recruitment lifecycle, including sourcing, screening, interviewing, and placement.

## ACHIEVEMENTS & AWARDS

- Awarded "Best Employee" twice in a single year for exceptional performance and contributions to organizational success.

- Joined as HR executive in Dec23 and promoted to Sr. HR executive in Aug24

## EDUCATION

- **Bachelor of science**  
Chaudhary charan singh university
- **Senior secondary**  
CBSE  
72%
- **Secondary**  
CBSE  
82%

## SKILLS

### Payroll Management

100%

### Statutory compliance (PF & ESIC)

80%

### Onboarding and exit formalities

100%

### Training & development

100%

### Attrition & absenteeism management

100%

### Recruitment platforms & job oortals Naukri LinkedIn

100%

### Communication and interpersonal skills

100%

### Employee relations and counseling

100%

### Recruitment & Talent acquisition

100%

### Employee benefits & insurance management

100%

### Employee engagement & retention

100%

### Performance management & appraisals

100%

### Hr software and tools Megasoft Ms office

80%

### Documentation and record management

100%

### Analytical & reporting skills

100%

### Time management and organisation skills

100%

### Attention to detail and compliances

80%

## INTERESTS

- Talent Acquisition and Recruitment Strategies
- Employee Engagement and Workplace Culture
- Learning, Development, and Career Progression
- HR Compliance and Process Optimization

- Organizational Development and Employer Branding
- Payroll Management and Statutory Compliance

## LANGUAGES

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- English
- Hindi