

**Name- Hansika Sharma**

**Phone No.- 9899897537**

**Email Address- hansikasharma566@gmail.com**

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## **CAREER OBJECTIVE**

To associate with a vibrant organization that allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

## **EXPERIENCE**

### **HR INTERN, BOI SERVICES**

#### **1. Recruitment & Selection:**

- o Sourcing the candidates through Job portal, references, job postings, headhunting, etc.
- o Screening the profiles as per the job requirements & conducting the initial round of interviews.
- o Coordinating for the next round of interviews with the candidates & stakeholders.
- o Interview Feedback & Negotiation on Salary and Joining dates
- o Preparing & releasing the Offer Letter & Appointment Letters to the selected candidates.

#### **2. On-boarding & Induction of New Joiners:**

- o Carry out various Joining formalities, Asset allocation, and planning & scheduling the Induction & Training programs

#### **3. Exit Responsibilities:**

- o Handling Exit formalities like conducting Exit Interviews.
- o Track Attrition figures, analyzing possible causes for high attrition, and institute corrective measures.
- o Processing of Full & Final settlement, and Releasing the Experience Letter.

### **VIRTUAL CARE OFFICER, HDFC BANK**

- o Provide information of Products / Services to customers.
- o Handling inbound calls.
- o Understand customer need
- o Solve customers' query over the phone

## **EDUCATION:**

- 10<sup>th</sup> PASSED, CBSE
- 12<sup>th</sup> PASSED ,CBSE
- GRADUATED FROM DELHI UNIVERSITY
- Persuing MBA

## **TECHNICAL SKILLS:**

Certified in advance Excel, Tally & Microsoft.

## **LANGUAGE SKILLS:**

Japanese Language (2 levels)