

KRATIKA SHARMA

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Summary

- Well-qualified HR Generalist, with proven success in improving operations and solving problems.
- Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.
- Goal-oriented Human Resources Specialist in training protocol development and policy implementation.
- Well-organized Human Resources professional bringing superior performance in fast-paced HR environments. Communicative and decisive with focus on improving and retaining quality in HR administration, payroll and recruiting.

Core Competencies

- Recruitment
- Induction and Orientation
- Training & development
- Attendance management
- Employee Relation
- Organizing Events
- An effective communicator with excellent relationship building, writing, presentation & people skills.

Work Experience

Sep'22 – Present

Corner Tree Consulting Pvt Ltd. as Talent Acquisition

Responsibilities

1. Coordinate with hiring managers to identify staffing needs.
2. Determine Selection Criteria.
3. Source potential candidates through online channels (Naukri, LinkedIn, Monster, Instahyre, Hrist, Indeed,)
4. I have hands on experience about Applicant Tracking Systems and resume databases.
5. Create a job description and keep a constant update for the same.
6. Recruit and manage potential candidates from various online as well offline sectors.
7. Revert recruiting emails to potential candidates.
8. Keep an update on incoming resumes and recruitment forms.
9. Set up an interview for the incoming resumes and candidates through phone, video, and in-person.
10. Prepare interview tests for applicants, such as numerical, language, and logical reasoning tests
11. Advertise job openings on the company's website page, social media, job boards, etc.
12. Send shortlists of selected candidates to the hiring manager
13. Send job offer letter emails and answer queries to the candidates and selected applicants.
14. Participate in job fairs on behave of your company and host in-house recruitment programs
15. Meet managers and plan strategy to identify future hiring needs
16. Be a consultant to new candidates and help them on board.

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Nov'14- May'16

R&D Information Technology PVT LTD as HR Generalist

Responsibilities

- Ensuring Confidentiality of Employment Records – all personal and official records
 - Supporting HR Team with their daily operations
 - Mentoring Employees in Official/ Personal issues/ Stress relief
 - Organizing and Arranging yearly Events, Awards , Rewards , and Yearly Meetings
 - Taking Initial round Interview, Induction , Exit Formalities
 - Individual Contribution plus Team Work , Includes previous responsibilities
 - Manpower planning, JD preparation and coordinating with recruitment
 - Employee Data Base Management – MIS
 - Managing ESIC Portal/ Preparing Employee list for Off-Role to On-Role
 - Handling Grievance, queries about Salaries , PF, ESIC
 - Employee Relation/ Counseling employees as in need
 - Issuing soft and hard copy Offer Letters/ Various Letters
 - Cross checking Employee Performance Report with Incentive Reports
 - Coordinating with all the departments to collect the required data
 - Managing Vendor database and Invoice Process
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Mar 13- Nov 14

Global Innov Source Solutions Pvt. Ltd as HR- Recruiter

Responsibilities

- Manpower planning – JD Designing , Recruitment - shortlisting candidates
- Surfing Job Portals – Naukri.com and Times Job
- Short Listing Resumes as per Internal Requirements
- Recruiting , Induction and Joining Formalities
- Document verification and Background Verification
- Issuing Offer Letters / FFS - Exit Formalities
- Maintain – Stock details, In and Out data, petty cash – (Administration)
- Joining formalities, Induction, Orientation
- Coordinating with H.O for salary Reports and Performance Report
- Supporting Pay Roll team with Attendance and leaves , Sharing Salary Statement and Performance Reports with Finance Team
- Employee Data Base Management – MIS
- Preparing Incentive Reports based on Performance of BD / Tele / Sales
- Weekly and Monthly Achievement Reports
- Admin Reports – Travel Expense , Petty Expenses , Office Stock management, Vendor database management

Awards/ Recognitions

- Recruited more than 50 employees within 7 months
- Implemented HR Policies within Six Months
- Had smooth working Process for being Rigorous at work and Empathic for Employee situations
- Appreciated by Higher Authorities and HR Department of Head Office Mumbai.

ACADEMICS

2014 MBA HR and Finance from UPTU, Lucknow

2012 Bachelor of Commerce from Lucknow University, Lucknow

IT Skills

- Well versed with Windows, MS Office, and Internet Applications

PERSONAL DETAILS

Date of Birth: 20-Jan-1992
Language Known: Hindi, English
