

# Karnika Sharma

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## Summary

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An expert HR executive with proven expertise in recruiting and hiring having over 4 years hand on experience. Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited. Expert in taking the order from the seniors and giving the valuable suggestions. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Recruitment. Motivated to learn, grow and excel in Human Resources.

## Experience

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### **Boyen Haddin Consulting & Technology Pvt Ltd. | Remote** **Senior Executive - RECC | 08/2022 - Present**

- Interacting directly with the clients to understand their requirements in detail, ensuring accurate candidate selection.
- Managed end-to-end recruitment process using CEIPAL ATS, including job posting, candidate sourcing, resume screening, and interview scheduling.
- Utilized CEIPAL ATS to track and manage a candidate pipeline, ensuring timely communication and collaboration with hiring teams.
- Managing all aspects of the hiring process including pre-screening resumes, conducting face to face interviews.
- Sourcing the resumes which meet the client requirement from job portals and internal referrals.
- Screening and segregation of profiles thoroughly to suit the client's requirements.
- Handling of database and perform a complete search as per the requirements.
- Interaction with the candidates, briefing them about the requirement and to know their willingness.
- Interacting with clients about their requirements and preparing a schedule to work.

### **Talenti HR Consulting Pvt Ltd | Remote** **HR Executive | 06/2021 - 08/2022**

- Full life cycle recruiter, for Clients such as BFSI, Manufacturing, FMCG, CA Firms, Ed-tech, Hospitality etc.
- Design and update job descriptions.
- Sourcing candidates directly via Job Portals, LinkedIn, referrals, networking and the candidates database.
- Craft recruiting emails to attract passive candidates.
- Building, developing and maintaining in-house candidate database.
- Managing the full recruitment life cycle starting from sourcing till onboarding of candidate at client locations.
- Managing the higher level communication with candidate.
- Maintaining the agreed Service Levels with the client.
- Conducted initial phone screens with potential candidates.

### **Bwise Solutions Pvt Ltd | Indore, Madhya Pradesh** **HR Recruiter | 12/2018 - 10/2020**

- Resourcing, screening and shortlisting resumes through various job portals or else internal reference, head-hunting based on desired skills and experience.
- Design and update job descriptions
- Evaluating candidates by discussing job requirements and applicant's qualification with manager.
- Conducting telephonic and first level of Interview of screened candidates.
- Getting feedback ensuring the offer letter issues and joining date formalities.
- Maintain the all kind of Candidates' database separately. eg:-Selected, Not Selected, Under Considered Candidate, On-hold Candidate.
- Interview job applicants to obtain information on work history training, education, or job skills.
- Participated in Job Fairs conducted for existing clients.

## Skills

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Communication Skills, Recruitment, Client Coordination, MS Office, Headhunting, Human resources, Human Resources

## Education

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Medicaps University | Indore, Madhya Pradesh  
MBA | 09/2018

University Of Kota | Baran, Rajasthan  
B.com | 06/2015

New Alpha English Sr. Sec. School | Baran, Rajasthan  
12th (Commerce) | 05/2012

New Alpha English Sr. Sec. School | Baran, Rajasthan  
10th | 05/2009

## Certificates

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Social Storytelling for Human Resources (Udemy), Ten Excel Features Every Analyst Should know (Udemy), NCFM - Mutual Funds A Beginners module (NSE)

## Personal Information

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Date of Birth: 26-01-1994

Father's Name: Brijesh Sharma

Language Proficiency: English, Hindi

Marital Status: Married

## Declaration

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I hereby declare that all the information provided is correct and true to the best of my knowledge.