
SHARAYU INDULKAR

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Experienced in HR / Admin profile over 6.4 years in IT Industry. Have good knowledge of recruitment in IT as well as Non-IT positions.

TECHNOLOGIES HANDLED

- Microsoft Technologies – Asp.net, C#, MVC
- Web/UI/UX Technologies – HTML, CSS, JavaScript, jQuery, Responsive, Angular JS
- Mobile Applications – Hybrid Technology, Cordova, PhoneGap, Ionic Framework
- Testing – Manual Testers
- Design – 2D Flash Animation, Graphic Designer, Interior designer, and Art Director
- Non IT – Social media, Digital media, content writer, copywriter, procurement head, finance head, Public relation manager, Conference Producer, Speaker Acquisition, Proof Reader, Content/Market Researcher, Sales and Marketing, Business Development Executive, etc.

EXPERIENCE

JUNE 2023 – TILL DATE

Manager – Talent Acquisition, TT Group MedTech

Roles and Responsibilities

- Handling the recruitment from Senior level positions to Head-level positions for Non-IT profiles (Corporate recruitment).
- Involved in coordination with hiring managers and Department heads to fulfill the vacancies raised by understanding the requirement of the skills and technologies required.
- Good hands-on Job Portals such as Monster.com, Indeed, Naukri, Shine, Hireact, Updazz, Behance & LinkedIn for sourcing and screening of resumes.
- Co-ordinating with various consultancies and Institutes.
- Calling and scheduling the candidates for the interview.
- Getting the interview rounds done and accordingly coordinating with the concerned department head for feedback.
- Conducting the HR round for the selected candidates and also informing the rejected candidates about the same.
- Offer negotiation with shortlisted candidates and release the offer letter.

AUGUST 2021 – MAY 2023

Senior Executive – Talent Acquisition, K12 TECHNO SERVICES PVT. LTD

Roles and Responsibilities

- Handling the internal recruitment from fresher to Head-level positions for Non-IT profiles (Corporate recruitment).
- Involved in coordination with hiring managers and Department heads to fulfill the vacancies raised by understanding the requirement of the skills and technologies required.
- Good hands-on Job Portals such as Monster.com, Indeed, Naukri, Shine, Hirect, Updazz, Behance & LinkedIn for sourcing and screening of resumes.
- Co-ordinating with various consultancies and Institutes.
- Calling and scheduling the candidates for the interview.
- Getting the interview rounds done and accordingly coordinating with the concerned department head for feedback.
- Conducting the HR round for the selected candidates and also informing the rejected candidates about the same.
- Leading team of 5 team members.
- Offer negotiation with shortlisted candidates and release the offer letter.

JULY 2017 – JULY 2021

HR Recruiter, VIOLET INFOSYSTEMS PVT, LTD.

Roles and Responsibilities

Recruitment :

- Handling internal recruitment from fresher to mid-level positions for IT profiles and Non-IT profiles.
- Involved in coordination with the Sr. HR and the business stakeholders to fulfill the vacancies required by understanding the requirement of the projects and technologies required.
- Good hands-on Job Portals such as Monster.com, Indeed & LinkedIn for sourcing and screening of resumes.
- Co-ordinating with various consultancies and Institutes.
- Calling and scheduling the candidates for the interview.
- Getting the interview rounds done and accordingly coordinating with the concerned department head for feedback.
- Conducting the HR round for the selected candidates and also informing the rejected candidates about the same.
- Working closely with the Sr. HR with the responsibility for hiring, document validation, seating arrangements, etc for new joiners
- Training Fresher IT recruiter, MIS training to employees, and training Housekeeping Team in the organization.
- Managing various employee grievances in close coordination with the top management.

Operational Task:

- Monthly salary Inputs.
- Drafting Employment documents.
- PMS activity
- Employee data management

NOVEMBER, 2015 – JANUARY, 2016

DATA ENTRY OPERATOR, TOWARDS SOLUTIONS.

Internship of 45 DAYS.

EDUCATION

MARCH 2012

S.S.C., ST. ANNE'S HIGH SCHOOL

FEBRUARY 2014

H.S.C., SHRI. BHAUSAHEB VARTAK COLLEGE OF COMMERCE AND ECONOMICS

APRIL 2017

BMS, PRAHLADRAI DALIMIA LIONS COLLEGE

PERSUING

PGDM (HUMAN RESOURCES), NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES (DISTANCE LEARNING)

SKILLS

- Recruitment
- Basic knowledge of MS Office
- Communication
- Team Handling

DECLARATION

I certify that the above-mentioned information is correct to the best of my knowledge and nothing has been concealed.

Place: Mumbai.

Date:

(SHARAYU INDULKAR)