

Paridhi Sharma

HR Professional with rich work experience in recruiting IT professionals, expertise in the area of staffing, recruiting, sourcing, head hunting, sourcing, interviewing client handling, salary negotiation, executive hiring, experience in volume oblique, mass hiring and niche skills hiring.

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EXPERIENCE

The Hiring Company, Delhi — HR Recruiter

FEBRUARY 2023 - PRESENT

- Recruitment of IT in areas such as Java, Core Java, Angular, React JS, Node JS, Microservices, Oracle, Automation, iOS Developer, Android Developer, React Developer, etc. with the client Jarvis Consultancy, Kutumb, Solutionec, Yatharthriti, Sundaytech.
- Recruitment of Non- IT areas for the banking, relationship manager, and Edtech sector with the client Social Neeti, MyCaptain, PHN Technologies, and many more.
- Experienced in Volume/Mass Hiring and Niche Skill Hiring for bulk hiring profiles.
- Proficient in recruiting candidates from all levels Junior Level to Director Level.
- Experience in Industries such as REAL ESTATE, FMCG, HOSPITALITY, and POLITICAL INDUSTRIES level of recruitment.
- Possess excellent communication and interpersonal skills.
- Have extensive experience performing End to End Recruiting Life Cycles.
- Want to develop innovative recruitment strategies and manage the end-to-end hiring activities of assigned requisitions, delivering an efficient and effective service to all involved in the hiring process.
- The coach and guide hiring manager on Talent Acquisition related policies, processes, and interview skills.
- Heading tech recruitment. Handling end-to-end requirement of resources in an org. Right from looking for resource, interviewing,

SKILLS

Effective Communication Skills

Excellent Interpersonal Skills

Ability to deal with pressure

Good analytical and problem-solving skills

Microsoft Excel

Microsoft word

LinkedIn Sales Navigator

LinkedIn Insights AI Tools

Training and Development

Payroll Management and Compliance

Employee Grievance Handling

Staffing and Organizational Planning

HR Policy Development and Implementation

Employee Discipline and Code of Conduct Enforcement

Zoho Books

Key Skills

End to end recruitment:

Sourcing,
Staffing,
scoping, and
on boarding
candidates.

negotiation, offer rollout and onboarding.

- Overall hiring experience in any skill. Closed last moment requirements by currently studying the data.
- Worked with prime clients. Nice vendor management and negotiation skills
- Worked on suggesting new features in internal product and stakeholder management

- Screening: Shortlisting candidates sourced through portal (Naukri, LinkedIn) validating their experience and interest on the role

SLN (Client Infosys Limited), Bangalore — Associate- Talent Acquisition

MAY 2022 - FEBRUARY, 2023

- Talent Acquisition professional with end-to-end recruitment process experience from understanding the recruiting demands to engage with the right talent to join the company.
- Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
- Staffing: Preparing Requisition gathering template and sending it to be corresponding sourcing led to initiating the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
- Hiring inputs: Meeting hiring managers to understand niche skill profiles.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Background Verification: Background Verification was carried out for the employees as per the policy, education, experience.
- Received multiple appreciation mails from internal and external stakeholders for a seamless recruitment process and for continuous support throughout the process.
- Market research for Niche Skills and Tier 2 cities.

LANGUAGES

English Fluent, Hindi Fluent

Teleperformance, Jaipur — Customer Care Executive

JANUARY 2019 - JULY 2019

- Communicate with customers who have escalated issues to determine beneficial resolution and ensure timely follow-up to verify that complaints have been addressed and satisfied.
- Enforced organizational policies for providing customer service and ensured the understanding of changes or modifications in procedures.

EDUCATION

Manipal University Jaipur — B.SC

AUGUST 2016 - NOVEMBER 2020

*I hereby give consent for my personal data included in the resume to be processed for the purpose of recruitment process under the personal