**TANUSHREE SHARMA**

**Associate Sourcer**

**Personal**

**Birth date : 6th Feb 1995**

**Marital status : Single**

**Language known : English, Hindi**

**Contact**

**Mobile: +919370042281, +91-7218620132**

**E-Mail:** [sharmatanu601@gmail.com](mailto:sharmatanu601@gmail.com)

Linkedin - linkedin.com/in/sharma-tanushree

**OBJECTIVE**

Looking for a position in an esteemed organization that prides itself in giving substantial responsibilities to new talent so that I can enhance my knowledge, skills and capabilities for the growth of the organization.

**WORK EXPERIENCE**

**Feb 2019 –02-July-2020 Associate Sourcer**

**iPlace USA**

Location | Pune

* Thorough knowledge of recruiting process from sourcing to recruiting for different employment types.
* Hands on experience with applicant tracking system (ATS) including Bullhorn and CATS.
* Active Search: Resume search of active candidates from job boards such as Monster, CareerBuilder, Dice, iHire, and Ziprecruiter.
* Passive Search: Search for candidates on various sites such as Linkedin, and social networking.
* Add shortlisted candidates into client database such as CATS, Bullhorn etc.
* Search and short-list candidate from job boards, search engine using different search techniques such as Boolean strings.
* Work closely and assist senior team members.
* Possess excellent verbal and written communication skills.
* Ability to prepare concise and error free weekly reports.

**Jan 2018 – Oct 2018 Consultant**

**SG Analytics**

Location | Pune

* Worked on Corporate Governance.
* Role to Analyse Annual Report, Proxy Statement and Articles of the company and Research on NSE and BSE sites for the company’s other documents.
* Knowledge of ESG concept. (Environmental, Social and Governance)
* Worked on Governance of the company and updated the information from the company’s documents by performing core secondary research.
* Responsible to Client Handling.
* Have trained trainees (3-4).

**INTERNSHIPS**

**May 2017 – July 2017** Intern

**Birla Sun Life Insurance**

Location | Pune

* Performed direct contact to the customers and generated leads for the company.

**June 2015 – July 2015** Intern

**Indiabulls**

Location | Lucknow

* Generated the leads into the customers by telemarketing.

**SKILLS**

* Able to communicate fluently and also possess good written communication skills.
* Possess good interpersonal skills.
* Able to work under pressure and tight deadlines.
* Quick learner and a good team player.
* Confident, self motivated and disciplined individual

**CORE COMPETENCIES**

* Maintain high standard quality despite pressing deadlines
* Able to work in diverse working environment
* Always ready to take new and extra responsibilities.

**EDUCATION**

**2016-2018** Arihant College (Pune University)

**MBA**

**2013-2016** M.G.C.P.S (Lucknow University)

**BBA**

**2012-2013** Kendriya Vidyalaya I.I.M Road Lucknow

**Commerce**

**DECLARATION:** I hereby declare that the information above is true to the best of my knowledge & belief.

**Place: Pune TANUSHREE SHARMA**

**Date : 28th Nov 2019**