

Himanshu Sharma

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SUMMARY

Results-driven and people-focused Human Resource professional with more than **3 years** of hands-on experience in managing end-to-end HR functions, including talent acquisition, onboarding and offboarding, employee engagement, HR Operations, conflict resolution, and policy implementation. Proven track record of building **strong teams**, **streamlining HR processes**, and fostering a positive workplace culture. Adept at aligning HR strategies with organizational goals. Passionate about enhancing employee experience and driving continuous organizational growth through effective people management.

EXPERIENCE

Senior Human Resources Manager

FreJun India Private Limited

April 2025 - Present, Remote

- Managed a team of two members with a primary focus on recruitment operations.
- Implemented a **Performance Management System** using **Zoho People** to streamline the appraisal cycle.
- Initiated **Provident Fund (PF)** implementation to ensure statutory compliance across the organization.
- Structured and standardized the **hiring process** by creating a candidate tracking system in **Notion** for efficient pipeline management.
- Collaborated with the Finance team to implement **Razorpay Payroll**, ensuring seamless payroll processing.
- Coordinated with the Automations team to set up **automations** integrating **Notion** and **Google Workspace** using **Make.com**, improving workflow efficiency.

Human Resources Manager

FreJun India Private Limited

July 2022 - March 2025, Remote

- Overhauled the HR department's hiring process to include bringing on team members with corporate, industry, and functional knowledge.
- Directed HR programs, policies and processes to improve operational efficiency.
- Helped the team boost their morale by addressing their every issue and concern, making them feel valued and heard, which led the organization to be **cash flow positive within 2 years**.
- End-to-end recruitment that includes sourcing, screening, designing and implementing job descriptions, interview questions, evaluation templates, taking interviews, and onboarding the new hire.
- Created a more consistent hiring process that resulted in a decrease in closing the hiring half of the time than before.
- Coordinated with the CEO to build the strategic planning for the future workforce, which resulted in the headcount of employees increasing **from 9 to 36 within 2 years, with a 90% retention rate**.
- Maintained employee records and HR databases, ensuring compliance with company policies.
- Addressed employee grievances, and managed conflict resolution to maintain workplace harmony.
- Assisted in forecasting hiring needs and building a strong candidate pipeline, aligned with quarterly goals.
- Developed and executed team engagement programs, improving retention rate.
- Coordinated cross-functional meetings and updated project documentation, including timelines.
- Facilitated annual performance reviews and management development sessions for all employees.

Talent Acquisition Specialist

Success Booster

May 2022-July 2022, Nashik

- Sourcing and screening** the candidates according to the job description.
- Assisted in developing creative ways to source top talent through networking activities, industry contacts, referrals.
- Shortlisting and conducting interviews for various levels.
- Scheduling the calls for the candidates.
- Follow up with the candidates until documentation and onboarding.
- Member of the **Quality Check team**, responsible for **screening and reviewing resumes** submitted by recruiters to ensure alignment with various job specifications.

EDUCATION

Post Graduation Programme

Loyola Institute of Business Administration • Chennai • October 2021 – October 2022

Bachelor of Engineering

SSGMCE • Shegaon • August 2011 – August 2015

SKILLS

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|---------------------------|-------------------------------------|------------------------|-----------------------|
| ➤ Recruitment | ➤ Employee Onboarding & Offboarding | ➤ Employee Retention | ➤ Adaptability |
| ➤ Conflict Resolution | ➤ Google Suite & Microsoft Office | ➤ Succession Planning | ➤ Business Efficiency |
| ➤ Human Resource Strategy | ➤ Performance Management | ➤ Negotiation Skills | ➤ Payroll |
| ➤ Coordination Skills | ➤ Administrative Operations | ➤ Communication Skills | ➤ Team Collaboration |