

Bhawna Sharma

Delhi/NCR

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Contact No. – 9717587428

CAREER OBJECTIVE

- Interested in Working with a reputed and well managed organization where my potential will utilized to the fullest, there by leading to the organization as well my career in that organization. I want to grow myself as well i will give my 100% into that organization.

WORKING EXPERIENCE

Organization : Vividhta Solution
Designation : Lead Recruitment (IT & Non IT)
Department : Recruitment
Location : SRS Tower (Near Mewla Maharaj Metro Station)
Duration : April 2019 to till now

ROLES & RESPONSIBILITIES

- Involved in end-to-end complete life cycle of recruitment process
- Sourcing for the suitable profiles through various channels including portals (Naukri.com, Shine.com, Timesjobs.com, LinkedIn, Face book) social networks, walk-ins, head hunting internal and external referrals and Mass Mailing Understanding the client's requirement thoroughly.
- Screening the resumes as per the Job Description provided by the clients Responsible for the job posting & mass mailing Approach the candidates through calls, mails and explaining about the requirements and grapping their interest/willing and short listing the candidates.
- Follow-up with the candidates & ensuring that the candidates join on time by keeping in constant touch Ensures the joining of the selected candidates.

- Maintained databases of the candidates effectively and adept in maintaining pool of candidates in the pipeline for future needs/requirements.

Organization : S.G MANAGEMENT CONSULTANCY
Designation : HR Recruiter (Non IT)
Department : Recruitment
Duration : July-2018 to April 2019

ROLES & RESPONSIBILITIES

- Handling the end-to-end recruitment process.
- Handling the complete process of entire recruitment cycle right from searching / sourcing and screening resumes to short-listing candidates, coordinating.
- Sourcing and short listing the resumes through job portals (Naukri.Com)
- Scheduling interviews, briefing candidates before and after interviews.
- Contacting candidates, following-up with candidates, and managing candidate pipeline.
- Involvement in recruitment process right from the inception to final joining process.
- Working for Middle level to High level profiles.
- Handling the Mass mailing process.

Organization : Innovation Head Hunting Services
Designation : HR Recruiter
Department : Recruiter Recruiter
Duration : Oct-2017 to July-2018

ROLES & RESPONSIBILITIES

- Involved in end-to-end recruitment process for IT/Non-IT professionals across all levels and major IT skills.
- Responsible for entire recruitment cycle right from searching / sourcing and screening resumes to shortlisting candidates, coordinating, & conducting interviews → Screening resumes of the candidates based on the job description available.
- Sourcing & Shortlisting resumes based on several search factors such as skills, recently updated resume, location, experience, previous employers before and after Interview.
- Contacting candidates, following-up with candidates, and managing a strong candidate pipeline.
- Calling the shortlisted candidates to know their interest about the job opening.
- Finalizing interview schedule and making the interviewer to be available for taking the interview.
- After interview sharing feedback with the employee.
- Capacity to work efficiently and effectively in a fast paced environment with tight deadlines.

STRENGTHS

- Responsible
- Flexible and Open Minded
- Confident
- Quick Learner
- Hard working

HOBBIES

- Listening Music
- Hangout with Friends

TECHNICAL QUALIFICATION

- Basic Knowledge of Computer
(Word, Excel , Internet Suffering)

ACADEMIC QUALIFICATION

- **10th** From **CBSC** Board (2012)
- **12th** From **HBSEBoard** (2014)
- **B.Com** From **MDU**(2017)

PERSONAL DETAILS

- Gender : Female
- Nationality : Indian
- Language : Hindi, English.

Date.....

Signature.....