

Ujjwal Sharma
Gurgaon, Haryana | [LinkedIn](#)

+91 8826923687
ujjwalsharma4371@gmail.com

EDUCATION

DEGREE	INSTITUTION	PERCENTAGE/GPA	YEAR/EXPECTED
Bachelor of Commerce	Motilal Nehru College, Delhi University	8.32/10	2023
CBSE AISSCE (Class 12 TH)	CCA School	88%	2020

WORK EXPERIENCE

GET ME THERAPY

Operations Manager

Delhi
March 2024 – April 2024

- Optimized workflows with Zoho & Interakt (e.g., 10% faster onboarding). Supported therapists & clients, managing tasks & resolving issues.
- Helped therapists manage their Calendly schedules, boosting their productivity.
- Increased team productivity & client satisfaction as central contact point.

MUGAFI

Human Resource Intern

Gurgaon, Haryana
Jan 2023 – April 2023

- Implemented innovative recruitment strategies resulting in a 50% increase in Turnaround Time (TAT) score for the company
- Attached new employee data to the internal systems, including contact information and employment forms through biometrics
- Conducted numerous employee engagement initiatives and achieved an employee retention rate of 90%

91Squarefeet

Human Resource Intern

Gurgaon, Haryana
June 2022 – Sept 2022

- By using innovative hiring techniques, the hiring process was streamlined, which led to a 25% increase in high-caliber candidates throughout the internship.
- Publishing job postings on social networking sites and job boards, like LinkedIn, Naukri, Indeed, Zoho, Internshala, etc. and onboarding of 33 new employees at various levels.
- Assisting in the planning of numerous business trips and monthly gatherings.

InspectHOA

Human Resource Intern

Remote
Jan 2022 – April 2022

- Closed 5 profiles with 20 persons in both Tech and Non-Tech profiles
- Effectuated inductions for 50% of the team's new hires
- Created and sent emails or letters to applicants with offers and rejections

VOLUNTEERING AND PROJECTS

PLACEMENT CELL

Sept 2021–April 2022

- Successfully on boarded and established relationships with 6 prominent companies, facilitating opportunities for students to get placed in desirable roles.
- Coordinated job fairs, networking events, and other career development initiatives to connect students with potential employers and broaden their professional networks.

ACTIVITIES AND POSITION OF RESPONSIBILITIES

ENTREPRENEURSHIP CELL (E-CELL)

Jan 2021 – May 2022

Head of Finance and Corporate Relations

- Led a team of **45+** members under the Finance Department of the Entrepreneurship Cell, MLNC, University of Delhi
- Spearheaded the management of finances, corporate relations, and revenue structures for the E-Cell and three startups initiated by the Cell, driving growth and profitability through effective strategic planning and execution
- Organized multiple events, brought sponsors worth **10 lakhs+** amount, collaborated with some notable brands, and implemented some very innovative policies, resulting in a **50%** increase in profits over the previous session

MARKULT: THE MARKETING SOCIETY

Aug 2022 – April 2023

Advisory Board

- Co-founded the Marketing Society of College, with a team of 4 zealous individuals, to create a platform for students to explore and enhance their marketing skills and knowledge
- Leading a team of 70+ enthusiastic students under various departments like finance, corporate relations, social media, content and Operations