ROHIT SHARMA

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CAREER OBJECTIVE

To procure a job which provides a platform to learn and implement ideas to achieve acme in both the development of organization and self.

PROFESSIONAL SUMMARY

Experienced HR professional with a proven track record of five years in the TALEO system and HR analysis. Proficient in end-to-end recruitment processes, with a strong focus on client orientation and satisfaction. Skilled in utilizing analytical tools to optimize HR strategies and enhance organizational performance. Dedicated to fostering positive employee relations and driving continuous improvement initiatives. Seeking opportunities to leverage expertise in a dynamic and growth-oriented environment.

TECHNICAL SKILLS

- SAP R/3 ECC 6.0 IN Logistics, HR & Finance Modules Training
- Training Program on Industrial Relation & Labour Law.
- Oracle Taleo, Workday, SAP success Factor, Microsoft 365, MS Excel, Advance Excel, Google Sheet.

ACEDAMIC CREDENTIALS

- Completed my MBA HR from Uttarakhand Technical University Roorkee, UK with 60% in 2019.
- Completed B COM A/C Hons. from Kolhan Unversity, Jamshedpur with 60% in 2017.

EXPERIENCE

Work Experience

(A) Current Organization: **SOT**

- i. End Client : Altimetrik
- ii. Project : IT Recruitment
- iii. Start month & year : Oct 2022
- iv. End month & year : Aug 2025
- v. Technology/Tools used : Workday, SAP Success Factor, Oracle Taleo, Microsoft 365, Google Sheet.
- vi. Role/Designation : HRIS Analyst

vii. Responsibility:

- Work within Information Technology supporting all aspects of HR system including core HR recruiting and on boarding (TBE) absent, payroll, HRMS & Talent Management.
- Create SDLC documentation and create the report for various report with workday.
- Develop a detailed project plan to monitor, track progress, manage escalations.
- Responsible for Entire end-to-end business process and design medium or large Workday enhancements, Grant permission, audit weekly, monthly & annual basis, utilizing reports and workflows to identify and correct data integrity issues.
- Provided support to HR business partners to ensure the business growth.
- Talent Management, Workday reporting including complex reports Payroll, stakeholders, understanding the business needs and to strategize the deliverables accordingly.
- Coordinate multiple projects and clients initiate simultaneously and meet demanding timeframes.
- Built pipelines with managers for daily requirement maintains reports and provides data for leadership dashboards.
- Participates in projects specific to ORC releases and new functional implementation.
- Reviews, analyzes, and evaluates user needs to create systems solutions that support overall business strategies.
- Monitors requests through the various ticketing systems and processing requests as required.

(B) Fidelis Technology Service Pvt Ltd.

i. End Client : IBM
ii. Project : IT & Non IT Recruitment
ii. Start month & year : Feb 2022
iv. End month & year : Sept 2022
v. Technology/Tools used : Workday, Taleo, Microsoft 365 , Google Sheet.
vi. Role/Designation : HR Analyst

vi. Responsibility :

- System configuration, system administration, data quality analysis and uses complex data to develop actionable steps to improve performance and optimize results.
- Strong team management skills, handling 6 sector ISA NON Captive, FSS, Communication, Public, Distribution and Walk-In.
- Meeting with clients for Provide functional production support, system configuration, system testing product and data for Workday HRIS.
- Specifications to ensure performing data management tasks including EIB loads.
- Strong technical aptitude, including experience working with HRIS platforms such as Workday, SucessFactor, Taleo.
- Making weekly reports for all submissions.
- Additional responsibility for the entire Life Cycle of the Recruitment Process in Taleo.

(C) IT SCIENT Pvt Ltd.

   i.   End Client : Wipro & TCS
   ii.   Project : IT Recruitment
   iii.   Start month & year : July 2018
   iv.   End month & year : Feb 2022
   v.   Technology/Tools used : Taleo, Microsoft 365,Workday, Google Sheet, LinkedIn.
   vi.   Role/Designation : Staffing Specialist

Responsibility :
- Creates and maintains reporting workflows and provides data for leadership dashboards.
- Uses tools such as Taleo, Google, Microsoft (to deliver reporting)
- Information Technology supporting all aspects of HR system including core HR recruiting, onboarding, absent and payroll management.
- Understand the full range of Firm processes and programs available to our people and be able to report on, research ad hoc requests
- Monitors requests through the various ticketing systems and processing requests as required
- Handling detailed reports on HR costs and Manage reviews and approves budgets**,** TCC**,** develops and implements new HR policies and maintains company's HR systems**.**
- Managing the complete recruitment life-cycle from sourcing to closure of requirements which involves JD screening, qualifying potential candidates with assessment of interest, coordinating interview with the panel, Salary negotiation, Generating offers, Documentation & Post joining follow up
- Managing policies and procedures. forcast the US hiring needs for W2, C2C, 1099 and Fulltime basis.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concern person.
- Build and continuously develop recruitment process to match best practice recruitment approaches and the business need.
- Excellent presentation, communication, and negotiation skills to fix rate while selecting candidates.
- Screening the candidates by conducting telephonic or personal interviews as the case may be.
- Encouraging the employees to provide reference better prospects.
- Arrange for technical interview and coordinating with the concern person.
- Communicating the employment status to the applied status.
- Maintaining and updating the database of the candidates.
- Doing a background verification of the shortlisted candidates i94 paper.
- Properly filing the relevant document of the new joinee as required. Coordinate with the IT team.
- Keep a track of the attendance of the employees.

(D) Asahi India Glass Limited (AIS) Internship

i. End Client : AIS
ii. Project : IT Recruitment
iii. Start month & year : June 2018
iv. End month & year : July 2018
v. Technology/Tools used : Microsoft, Advance Excel
vi. Role/Designation : HR Assistant & Admin
vii. Responsibility :

- Conducted Interviews with participants to assess eligibility.
- Sourcing and developing a candidate pipeline
- Training and Development of newly recruited employee
- Maintaining the database of record and posting job ads

OTHERSKILLS

➢ Excellent written & verbal communication
➢ Good Knowledge about Hr Policy, Labour Welfare.

CURRICULUM VITAE

Father's Name	:	Mohan Sharma
Date of Birth	:	01/01/1995
Linguistic Skill	:	English , Hindi
Gender		Male
Hobby	:	Athletic, Chess

I hereby declare that all the information furnished above is correct to the best of my Knowledge.

Place: Jamshedpur
Date: 22/10/2025