

Contact

www.linkedin.com/in/namratasharma25 (LinkedIn)

Top Skills

Human Resources
Scheduling
Team Management

Languages

English
Hindi
Kannada

Certifications

Certificate for successfully clearing the assessment for the role of Equity Dealer conforming to National Skill Qualifications Framework Level-4

Accessibility in Action

Devskiller Tech Recruitment Certification

Certificate of accomplishment by Centre for Human Resource Development

Namrata Sharma

Talent Acquisition - Recruiter at Microsoft
Bengaluru

Summary

A dynamic HR professional having conceptual understanding of Human Resource. Experience in Recruitment, Employee engagement, Talent and workforce planning, Induction and On-boarding, Stakeholder Management

I believe that people are the most valuable asset of any business, and I like to be a part of contributing to finding those individuals who add significant value to a company.

I am always eager to connect with individuals who are interested to build their career and align to the company's value and culture.

Experience

Microsoft

Talent Acquisition - Recruiter
July 2019 - Present (1 year 2 months)
Bengaluru Area, India

HackerRank

1 year 6 months

Talent Acquisition

May 2018 - July 2019 (1 year 3 months)
Bengaluru, Karnataka, India

A clever person solves a problem, and a wise one knows how to avoid it. At HackerRank, we are looking for top team players who can do a little bit of both. Build innovative products with our fun, passionate and growing team spread across Bangalore and Mountain View, California.

We're on a mission to match every developer in the world with the right job. In modern talent acquisition, skills and ability trump pedigree. We help hiring managers find great employees regardless of their education, job history, or country of residence. By using challenges and contests to engage programmers, we speed up the hiring process and ensure that the best candidates land the job.

RPO - Recruiter
February 2018 - May 2018 (4 months)
Bengaluru, Karnataka, India

Dell
Program Lead (RPO)- Recruiter
March 2017 - February 2018 (1 year)
Bengaluru, Karnataka, India

CareerNet Technologies
2 years 1 month
Consultant
October 2016 - March 2017 (6 months)
Bangalore

Associate Consultant
March 2015 - October 2016 (1 year 8 months)
Bangalore

Job Description:

Handling end-to-end recruitment process.

Research and analysis of the requirement.

Responsible for sourcing, screening, short listing, scheduling and follow ups.

Facilitation and co-ordination of Interview's.

Effective follow ups to ensure joining of the candidates.

Experienced in Volume/Mass Hiring, Vanilla, Niche Skills Hiring.

Handling multiple requirements/Job Roles at a time and making submittals in stipulated time frame.

Maintaining the database of the candidates for future requirements.

Managing Applicant Management System.

Maintaining Client and Candidate relationship.

Education

Bangalore University
Master of Business Administration (MBA), HR · (2013 - 2015)