

## CURRICULUM VITAE

### KRITIKA SHARDA

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#### Overview

Worked with Gratitude India since Dec 2019, and having total two years of work exp. In Staffing, Recruitment, Business Development and admin work as well.

#### Career Objective

To pursue a challenging career and to be a part of progressive organization that give scope to enhance my knowledge and Skills.

#### Experience Chronology :

- **Worked with Gratitude India (Dec 2018 to Aug 2019)**
- Where my work responsibilities are as follows as HR Generalist
- End to end recruitment
- Follow ups with candidates for interviews lined up
- Scheduling Interviews
- Posting on job portals
- Cold calling
- Sourcing, shortlisting, screening, the resumes
- Induction to the new Joiners
- Training to the new Joiners
- Documentation, Onboarding the candidates
- Handling employment Verification
- Handling the team
- Handling Attendance
- Mailing Offer letter to the new Joiners
- Handling Team and team queries
- Maintaining walkins interviews in Ms Excel
  
- **Worked with Saransh Group .(Jan 2018 to Dec 2018)**
- Where my work responsibilities are as follows as **HR Executive**
- Searching resumes on Job Portals & Internal Database, Employee referrals and handling Recruitment.
- Job posting, bulk mailing on job portals and on indeed etc.
- Initial screening of potential candidates through telephonic discussion.
- Providing complete, accurate, and inspiring information to candidates about the company and position.
- Scheduling candidates' F2F interviews .
- Maintain records in excel. Handling day to day administrative activity like report creation, attendance report etc.
  
- **Worked with Career Guidelines( Aug 2017-Dec-2017)**

- Where my work responsibilities were as **HR Executive**
- Searching resumes on Job Portals (Naukri, Times Job, monster and Shine) & Internal Database.
- Job posting, bulk mailing on job portals.
- Initial screening of potential candidates through telephonic discussion.

➤ **Worked with Images Bazaar Fashion Costume Stylist (March2016-Nov-2016)**

Styling Models according to the concepts for advertisement shoots.

Coordinating with photographers for shoots.

➤ **Worked with Superhouse Ltd. Garment division as Sample Coordinator (April 2015-March 2015)**

- Dealing with buyers,
- Taking orders,
- sending samples on time.

➤ **Worked with Khurana Exports (P) Ltd. Leather Industry as Merchandiser (March2015-Feb2016)**

- Dealing with buyers and taking orders.
- Coordinating for samples with team
- Mailing the samples for approval to buyers.

***EDUCATION:***

- Diploma in Fashion Designing (JD INSTITUTE OF FASHION TECGNOLOGY)
- B.COM Christ Church College
- XII Pass CBSE Board
- X Pass CBSE Board

***I.T-SKILLS***

- MS Word
- MS Office
- MS PowerPoint
- Antiman

➤ Other Internet Appliances

**STRENGTHS**

- Quick Learner
- Self Confident
- Honest & Punctual
- Always Cheerful

***PERSONAL-DETAILS***

Date of Birth- 10/10/1988

Language Known- Hindi, English

Marital Status- Married

Nationality- Indian

**DECLARATION:-**

I hereby declare that all above furnished information given by me is true and real to the best of my knowledge.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place:

