Tanushree Sharma

Flat No. 611, Sundaram Apartment, 97/1, Mob: 8349884808

Chandi Ghosh Road, Kolkata. E-Mail: [tanushree.sharma13@yahoo.com](mailto:tanushree.sharma13@yahoo.com)

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***Career Summary***

• A dynamic professional with 3 yrs & 10 months of experience in team management.

• Capabilities in preparation of all types of financial reports & team handling

• Proficient in computer operations including MS Office, internet surfing, mail & letters drafting.

• Functional abilities in handling of marketing & office operations to realize organizational objectives.

• Abilities in implementing effective solutions to have the chain of coordination among the management and other levels of the organization.

• Masters in Business Administration (MBA Marketing) from Barkatullah University.

• Bachelors of Commerce in Management (B.Com honors) from Barkatullah University..

• Responsible for records maintaining on day to day transaction and preparation of sales MIS.

• Skilled in working on MS-Office.

Currently working with***2COMS Consulting pvt. Ltd*** as ***Senior Reruiter****.*

***Past Experience:***

Sept’ 12- Nov’ 13 with ***All India News Services*** (AINS-News 100) as ***Executive Admin***

Oct’ 10- April’ 12 with ***Prime One Workforce***, Bhopal- as an ***HR Executive***

***Key Deliverables:***

Responsible for Full life cycle of Recruitment Process to all requirements for our company clients.

Client Servicing:-

 Business development for the organization for on roll and off roll staffing.

 Analyzing and coordinating with the clients for their job requirements.

 Coordinating and scheduling between client and the candidates for interviews and other verification activities.

 Feedback from clients and candidates for the overall activities.

Sourcing:-

 Analyzing the requirement and work on it.

 Searching relevant profile from database & portals, headhunting and references.

 Initial screening of candidates through direct or telephonic interviews.

 Counseling prospective candidates by highlighting the client company profile, position offerings and benefits.

 Preparing and Maintaining Database & MIS reports.

Post Recruitment activity:-

 Assistance completion for joining formalities, scrutiny of documents, references check and taking feedback from Clients and candidates.

June 08 – Sept 08 with ***Tata Tele Services Ltd*** Bhopal as Tele ***Sales Coordinator***.

***Key Deliverables:***

 Responsible for and supervising three tele calling agents.

 Responsible for generating leads and prospect qualification

 Responsible for customer queries and complaints management:

Methodology was offering First Time Resolution (FTR) and escalation to the Centralized Backend if so required.

 Maintenance of MIS and analysis of the trends, opportunities etc. and presenting the same to the BU Head on a daily and weekly basis.

***Acedamics***

**MBA – Marketing & Retail** from **VNS Institute of Management** - Barkatullah University, Bhopal - 2009

**B. Com.**(Computers) - **Extol College** - Barkatullah University, Bhopal - 2006

Higher Secondary - M.P. Board - 2003

High School - M.P. Board - 2001

***Internship***

Organization: Tatatele Services

Profile: Trainee

Duration: 45 days

***Projects Undertaken***

Major Project: Market Segmentation and Rural Consumer Behavior Function of Tata Teleservices Ltd.

Minor Project: Brand Preference for Fairness creams.

Other Projects: Boston Consultancy Group Matrix on Coca-Cola Company.

Comparative analysis on “BAJAJ Vs HERO HONDA

***Personal Details***

Date of birth: 13 August 1985

Father’s Name: Mr. M.N Sharma

Occupation: C.O.O

Company: Bansal Hospital

Hobbies: Listening to Music, Net Surfing, Playing Badminton, Solving Crossword Puzzles.

I hereby give the declaration that the details mentioned above are true to the best of my knowledge.

DATE:

PLACE: Bhopal Tanushree Sharma