Dilip Kumar Sharma

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# Objectives

Organized and result oriented professional experience has dreams of working with Organization that allows career advancement through the use of administrative, clerical and managerial skills for mutual growth and success

# Profile Summary

* Hands on experience with planning and organizing
* Handling domestic and international calls and E-mails
* Taking care of hiring,
* Good with computers and internet
* Scheduling Meetings, sending reminders and calendar management in Outlook Express

# Education

## b.a | Persuing | School of open Learning, dELHI

History / Political Science / English / Contemporary India

## Computer Course || Oxford Software Institute

Tally ERP 9.0, MS – Office (Excel, Word, Power point, Outlook Express), Internet

## 12th cbse board || B. V. B. A. S. M. A. Gk -II

History/ Political Science/ English / Physical Education

## 10th cbse board || B. V. B. A. S. M. A. Gk -II

Mathematics / Social Studies/ English / Science/ Hindi

# Skills and Abilities

* MS Office Proficient
* Internet Friendly
* Client Handling
* Coordination
* Communication
* Multi - Tasker
* Sourcing

**Experience**

## HR – Executive | Inosculation HUb | May 19 – Mar 2020

**About**

Inosculation Hub (In - Hub) is a capacity building organization for a valuable social change with strong impact. IH integrate new initiative and partnerships along with exploring opportunities and leading new initiatives. Our consultants have worked with international and national organisation in various fields of expertise. We provide services in Social Compliance, Auditing, Result Based Management, Management System Implementation, Freedom of Association, Monitoring and Evaluation, Health and Safety, Environment, Micro finance, Education, Water management, Proposal development and other CSR related activities. As an organization, it is an integrated solution enabler in the corporate social responsibility (CSR), sustainability domain and cluster development. It is focused towards enhancing quality across organizational value chain through meaningful innovation, thereby ensuring sustainability.

**Responsibility**

## End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates. Screening: short listing candidates sourced through portal and validating them on their experience and interest on the role.

## Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.

## Preparing requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing.

## Short listing the profiles sourced and sending it to the respective hiring managers.

## Meeting hiring managers to understand niche skill profiles. Conducting HR round for the selected candidates and negotiating salaries on company standards.

## Follow up with candidates for further process.

## Maintaining database and emailing to client/candidates.

## Admin

* Managing repair, maintenance of replacement of office equipments, appliances, furniture, furnishings etc.
* Proper maintenance of Assets and keeping them ready for usage.
* Up keep of Office, Office security, Pantry Services, Front Office, Courier management, Travel and Asset management.
* Processes documentation
* Arranging mobile and network connection.
* Acting as info-hub for providing administration related information and supervising administrative activities like general admin, verification of stationery stock, courier, housekeeping etc.
* Specialization in manpower recruitment, handling back office operations, inter-office correspondence, confidential mails, quotations, etc.

## HR – Executive And Admin | PURI CONSULTANTS & ASSOCIATES | Aug’ 17 – May 19

**About**

Puri Consultants has been providing executive search services for over two decades. Our total focus is recruitment for Senior and Top Management across all Industries, both domestic and international. Their clients are Multinationals that span a wide range of industries such as Information Technology , Software, FMCG, Financial Services, Consumer Durables, , Pharmaceuticals, Oil and Gas, Media and Manufacturing within which we have successfully completed assignments in various disciplines –(IT / Software, Technology, Sales/ Marketing, Operations/ MIS, finance/ Accounting/Audit, Strategic Planning, Materials, R&D, General Management, technical Manufacturing, Market Research, Merchandising, Legal).

**Responsibility**

* End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.  
  Screening: short listing candidates sourced through portal (Naukri, Monster, Times-jobs and LinkedIn) and validating them on their experience and interest on the role.
* Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
* Preparing requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.

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## HR - Executive | Dynamic staffing services | Aug’ 16 – June’ 17

**About**

Dynamic staffing services Founded in 1977.The Oil and gas, Infrastructure, Hospitality,EPC ,etc industries have been their core service area for over 30 years .They are recognized as the leading provider of perso-nnel in this industry in south- East Asia, Middle-East  and Africa.

**Responsibility**

* Handling the end to end recruitment cycle starting from Screening/mapping the right resources, coordinating with the team throughout the interview process until salary negotiation and making the candidate on board.
* Recruitment gathering & Analysis with hiring manager.
* Analyze the need of Client for manpower.
* Calendar management ( regarding meeting , Skype interview & delegation interview)
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals ie. Monster, Naukri, and networking tools such as LinkedIn.
* Advertising Publishing for upcoming interview for various place (as per client requirement)
* Expertise in hiring for Requirements across India.
* Submit appropriate qualified resumes for each requirement as required by client.
* Screening & Conducting preliminary telephonic and Skype Interview.
* Candidate’s engagement, briefing the candidates about the responsibilities, salary, and benefit, salary negotiation.
* Interview scheduling and coordination.
* Handling Joining formalities, documentation & database management in Excel sheet.
* Handling in-coming & out-going courier
* To arrange Air Tickets for the candidates
* Preparing all documents of the candidates for VISA application and timely submission to the client.
* Follow up with the client in regards to the VISA, tickets for timely deploy of the candidates before the dead line set by management.
* Also taking care about the preparation of final offer letter, employment contract of the candidates.

## By the help of C-Biz software also known as recruitment software, have to upload all the documents of candidates for record maintenance.

## Client Relationship Manager – Sales Department | Circum Navigation Resources Management P. Ltd. | July’14 – MAY’16

* Collecting the data via Naukri.com.
* Performing cold calling, lead-generations, pitching new client & taking care of business development as well. Generating business by converting leads.
* Maintaining a database for New clients, Pipelines and business expected
* Screening the profile of candidates for Work Visa and PR Visa
* Approach the clients through telephonic & e-mails, clients will come in the office for further process.
* Collection of required documents for technical evaluation to check visa eligibility.
* Coordination with Technical team form evaluation report.
* Update the candidates about report and abroad job opportunities.
* Discuss the details regarding SLA’s and internal norms with the candidates.
* Process for further processing.
* Listening to customer requirements and presenting appropriately to make a sale
* Business Mapping & Sales forecasting
* Assists new joiners with training.
* Attending team meeting and sharing best details with colleagues.
* Attending meetings with clients to build relationships with existing accounts.
* Providing information to the candidate about different countries like Canada, Dubai, Europe etc.
* Responding to incoming email and phone enquiries.
* Attend walk-ins to the office.
* Handling clients queries
* Maintaining Sales report on monthly basis.
* Maintaining the record of client Documents.
* Collection of required documents for technical evaluation to check visa eligibility.

## Senior Executive - Response and Operation| INtis Promos & Events P. Ltd. | Nov’12 – JUne’14

* Worked as Senior Executive - Response and Operation.
* Handling the process of Audience generation for various Events.
* Cold calling, emailing, invite mails, lead generation, pitching new client, business development and collecting data of the clients and delegates.
* Maintaining a database for New clients, Pipelines
* Updating and profiling the calling database.
* Handling the registration counter at on –site venue.
* Handling the vendor management.
* Handling the operation team and process related to the events.

# Strength

* Hard working & sincere
* Willing to take responsibilities
* Flexible to situations
* Handling conflicts

# Personal Details

# Father’s Name - Mr. Laxman Kumar Sharma

# Date of Birth - 17th June 1990

# Gender - Male

# Marital Status - Married

# Language Known - English, Hindi

Date: /201

Place: New Delhi Dilip Kumar Sharma