**ANANYA SHARMA**

**HUMAN RESOURCE**

**Email: ananyas1324@gmail.com**

**Mobile: +91-7838486742**

**Current Location: New Delhi**

**CAREER OBJECTIVE**

With an interest for hard work and firm commitment I am looking for a successful career in your esteemed organization, thus I am confirmed that your organization’s professional attitude can offer me the platform for using and updating my knowledge and will help me in enhancing my skills.

**PROFESSIONAL EXPERIENCE**

**Working at Panaesha Capital Pvt. Ltd., New Delhi as HR Executive from October 2019 till Date**

* Creating and updating the job description for the different job positions.
* Responsible for sourcing, screening, interviewing and hiring candidates through Job portals, social and professional networking sites, internal and external references, etc.
* Doing background verification for shortlisted candidates.
* Handling joining formalities, organizing induction and orientation programs.
* Creating and Marinating database of candidates for future openings.
* Organizing employee engagement and fun activities.
* Maintaining master data, asset sheets and personal Files of employees.
* Assist HR manager for formulating new policies and restructuring existing policies.
* Experience in IT & Non – IT Hirings.

**INTERNSHIP**

**HR Intern In Panaesha Capital Pvt. Ltd. From 1 August 2019 – 30 September 2019**

* Responsible for sourcing, screening, interviewing and hiring candidates through Job portals, social and professional networking sites, internal and external references, etc.
* Doing background verification for shortlisted candidates.
* Organizing employee engagement and fun activities.
* Creating and Marinating database of candidates for future openings.

**HR Intern In Invictus Recruitment Pvt. Ltd. From 13 June 2018– 14 August 2018**

* End to end hiring in BFSI Sector.
* Sourcing and screening candidates from various sources like Job Portals and Referrals
* Screening the candidates in telephonic round for their communication skills, personality, profile etc.
* Subsequently scheduling the interview and Maintaining day-to-day interview schedule.
* Coordinating and doing Regular follow-up with clients.
* Maintaining and building the candidates Database.
* Doing follow-up with candidate till their joining.

**EDUCATIONAL QUALIFICATION**

* Pursuing MBA (HR) from Maharishi Dayanand University.
* B.B.A from Institute of Innovation In Technology And Management (IP University) in 2019.
* Class XII, Commerce from Columbia Foundation School (CBSE Board), Delhi in 2016.
* Class X from Columbia Foundation School (CBSE Board), Delhi in 2014.

**ACHIEVEMENTS INCLUDE**

* Got Best Presentation Presenter Award In College.
* Participated In Many Singing Competitions.
* And Also Got Many Prizes In School As Well As College.

**STRENGTH**

* Good listener and quick learner who is always eager to know more.
* Easily adopt myself in any environment and have good analytic approach.
* Never see challenges as roadblocks but rather see them as opportunity and stepping stones to rise and become better.

**PERSONAL DETAILS**

* Father’s Name : Mr. Ajit Sharma
* Gender : Female
* Languages Known : English. Hindi
* Nationality : Indian
* Marital Status : Single

**DECLARATION:**

I declare that the above facts given by me are true to the best of my knowledge and belief.

Ananya Sharma