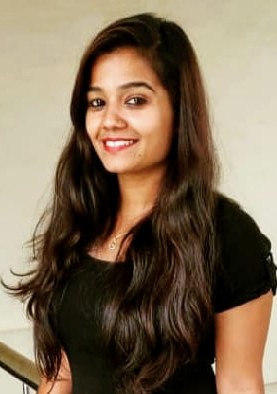
***Hemlata Sharma***





Name: Hemlata Sharma

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Nationality: Indian

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LinkedIn: [www.linkedin.com/in/hemlata-sharma-17](file:///C:\Users\sharmat3\AppData\Local\Microsoft\Windows\INetCache\IE\4GZZM11W\www.linkedin.com\in\hemlata-sharma-17)

**Professional Summary**



Extremely motivated to work with an organization, where I can apply my learning’s and gain invaluable industry experience and also contributing to its growth and productivity and development with the best of skills and capabilities.

**Experience**



**Bliss IT Solutions HR Executive 29 Aug 2016- 20 Jan 2020**

**Pvt. Ltd.**

* + - * Design and update job description.
      * Source potential candidates from various online portals.
      * Screen incoming resumes and application forms.
      * Maintaining attendance sheet.
      * Interview candidates (via phone, video and in-person)
      * Advertise job openings on company’s careers page, social media, job boards and internally.
      * Provide shortlists of qualified candidates to hiring managers.
      * Send job offer emails and answer queries about compensation and benefits.
      * Collaborate with managers to identify future hiring needs.
      * Act as a consultant to new hires and help them onboard.
      * Involved into attendance management and leave records.
      * New Employee Joining formalities smooth induction process, proper documentation process.
      * Maintaining personal records of employees, maintaining confidentiality.
      * Maintain a proper record of events and organizing celebrations like Birthday’s, festival’s etc.
      * Maintaining proper record of whole recruitment process and make timely changes when required.
      * Involved in recruitment process life cycle and sourcing, screening, short listing, conducting initial screening, ensuring selection, following up with the candidate, releasing the offer letter, conducting the joining formalities, taking care of documents and maintaining a health rapport with the candidates.
      * Work directly with the departments to assist with staffing needs.
      * Having prior experience in Recruiting for following positions like (Software Developer,Asp.Net Developer ,Android & IOS Developer ,PHP Developer, SEO Executive, Online Bidders.
      * Handling recruitment co-ordination which involves (scheduling and coordinating the interview)
      * Evaluating the candidates on various parameters like technical skills, communication skills, overall personality and role clarity about the job which help in deciding the suitability of the candidates for a particular job.
      * Excellent experience in sourcing candidates through portals (Monster, Naukri), social networking websites (LinkedIn/Facebook).
      * Reviewing resumes and applications.
      * Communicating the organizations policies to employees.

**Mandal Consultancy,** **HR Recruiter** **Aug 2014- Dec 2015**

**Chandigarh, India**

* Scrutinizing various candidates profile for recruitment in companies both IT & Non-IT.
* Screening, ,Sourcing, Short listing Cv’s through Various Job portals like Naukri,Timejobs,Shine.com etc.
* Dealing with client companies for providing manpower solutions.
* Handling complete recruitment process of client candidates.
* Handling complete exit process of the employees.
  + - * Managing work place safety issues.
      * Training new and existing employees.

**Education**



**SM University,** **MBA Finance 2016-2018**

**India**

**Punjab University**, **Bachelors of Arts**  **2009-2012**

**Chandigarh, India** Graduation

**Kendriya Vidyalya,** **Senior Secondary and Higher secondary education** **2007-2009**

**Chandigarh, India**

**Skills**



Total 4.5 years of experience in core recruitment and HR responsibilities.

3.5 years with Bliss IT Solutions & 1 year with Mandal Consultancy.

MS word, Excel, PowerPoint.

Team Player

Effective Communication Skills.

Expert in Internet & Software knowledge

Employee’s database management

Client Management

Well versed in all job portals like naukri.com, indeed.com, LinkedIn.

**Personal Information**



Full legal Name: Hemlata Sharma

Father’s Name: Parkash Chand Sharma

Mother’s Name: Shanti Sharma

Date of Birth: 07-June-1990

Marital Status: Married

Hobbies: Singing,Dancing,Cooking,Muisc,Hangout

***(Hemlata Sharma)***

Date :

Place :