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| **NEETASHA SHARMA** | | |
| **Present Address** | | | **Contact Details** | | |  |
| Preet Vihar, Rudrapur-263153. | | | **Mobile:** | | +917252870678 / 8587067870 |
| **E-Mail:**  **Linked in:** | | Neetashasharma8@gmail.com,  https://www.linkedin.com/in/neetasha-sharma-568635218 |
| **PROFILE SUMMARY:** | | | **Talent Acquisition Executive.** | | | |
| **I Am having 8 months of experience in IT & Non IT recruitment.**  Extensive experience in Sourcing, Identifying, interviewing, reference checking, salary negotiations, closing the hard-to-find candidates and Coordination in Client place creating offers and collecting all documents.   * Experience in using various recruiting tools like online database search, Referrals, Job Posting etc.   Well versed with job portals like Naukri and Monster, LinkedIn | | | | | | |
| **CAREEE OBJECTIVE:** | | |  | | | |
| Experience as a Technical Recruiter in international Recruitment with skills in qualifying, interviewing, reference checking, and salary/offer negotiations. Strong client interaction. In-depth knowledge of recruitment via Internet. Excellent time management and organization skills, highly dependable, enthusiastic motivator, and a strong team player. Self-disciplined and result-oriented, capable of undertaking and completing all assigned tasks. Success driven with a proven track record of meeting and exceeding both management and customer goals in a fast paced and rapidly changing environment. | | | | | | |
| **EDUCATIONAL QUALIFICATION:** | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Degree** | **Year** | **College/School** | **University/Board** | | BBA | 2020 | Apex Group of Institution | MJP Rohilkhand University | | Intermediate (Commerce) | 2017 | R.A.N Public School | CBSE Board | | High School | 2015 | R.A.N Public School | CBSE Board | | | | | | | |
| **CERTIFICATION/ACHIEVEMENT** | | | | | | |
| .   * Certificate of **Technical Recruiter** Certification Program form Hirist.com. * Certificate of **Employer Branding** Certication Program form Hirist.com. * Certificate of **Communication Skills (Short Course)** from ELC (e Learning College). * Certificate of **Management (Short Course)** from ELC (e Learning College). * Certificate of **Human Resource** **Management (Short Course)** from ELC (e Learning College). | | | | | | |
| **BBA Projects Report** | | | | | | |
| * Employees satisfaction towards Customer Satisfaction towards Jio Services (BBA survey report)   PROFESSIONAL EXPERIENCE  Management Trainee (Technical Recuiter) – Believers Management Counsltant, New Delhi, India March ,2021 - till date.    Responsibilities:   * Involved in sourcing and initial scrutiny of the resume as per client requirements. * Shortlisting the Candidates from various Job Portal site like Naukri.com, Data Banks, References and other   sources   * Preliminary screening of resume against the client requirement. * Schedule interview for shortlisted candidates and follow-up. * Negotiating on salary compensation and notice period with candidate after Business   Process short listing.   * Constant follow up with submission of all joining documents for background verification * Handling the Clients in an excellent way. * Computer proficiency in Microsoft Office Suite 2011,2019(MS WORD, MS Outlook, MS EXCEL, MS POWERPOINT), **Naukri, LinkedIn other Search engines,** * Maintaining the candidates’ database of various levels.   **Technologies worked on:**  **Operating Systems** : Linux, UNIX and WINDOWS.  **Testing Tools** : Selenium, (Automation), UFT (Automation)  **Development skills** : JAVA, .NET, Cloud, UI Developer, Mainframes, Devops, Fullstack developer.  **Data Bases** : Oracle, MySQL, MS SQL server,  **Mobile Application Development skills:** Android, IOS Developer.  **Worked on Niche skills:** Java Developer, Full Stack Java Developer, QA Automation, MFT Lead, MEAN Developer, MERN Full stack developer, Cloud Security, Cloud Automation, Python Developer, MuleSoft Developer, Sr. Devops Developer, QA Automation Testing, SAP Consultant, API Developer etc  **Clients worked:**  **JLL, Fiserv,Publicis Global Delivery, Publicis- Digitas, Iris Software, Wipro, Egon Zehnder, .**  .  TECHNICAL SKILLS   * Proficiency in Naukri.com. * Proficiency in Shine.com. Proficiency in Linkdin.com. * Proficiency in Microsoft Excel. * Proficiency in Microsoft Word.   PERSONAL ABILITY   * Possess good communication & interpersonal skills. * Have good grasping power to learn new things easily and effectively. * Socially adjustable and a good team player. * Open to meet challenges. * Leadership skills * Conceptual skills | | | | | | |  |
| **STRENGTH** | | | |  | | |
| * Opportunity seeking ability * Positive attitude * Approachable * Risk taking ability * Self-motivated * Disciplined & Punctuality | | | | | | |
| **EXTRA CURRICULUM ACTIVITIES** | | | | | | |
| * Interacting with new people. * Travling. * Surfing of Google and Youtube. * Listen to Music. | | | | | | |
| **PERSONAL DETAILS** | |  | | | | |
| **Name :-**  NEETASHA SHARMA  **Father’s Name**:- Mr. Radhe Shyam Sharma  **Date of Birth :-** 06 April 2000  **Marital Status :-** Unmarried  **Language Known: -** English, Hindi and Punjabi.  **Vitals: -** Preet Vihar, Rudrapur-263153. | | | | | | |
| **DECLARATION** |  | | | | | |
| **I hereby declare that above furnished information is correct to best of my knowledge and belief.** | | | | | | |