

YAMINI SHARMA

Senior Officer - Talent Acquisition

- Email ID : yaminisharma2510@gmail.com
- Contact No. : +918800740325
- Location : New Delhi, India

Professional Summary

A highly energetic and passionate Talent Acquisition Specialist with diverse background in strategic sourcing, staffing, team management, and human resources. An empathetic and committed team player with abilities to negotiate and problem solve quickly, accurately, and efficiently. An experienced recruiter with in depth knowledge of full life cycle of recruitment with a solid track record of screening, interviewing, negotiating, sourcing and closing candidates.

Work Experience

Senior Officer - Talent Acquisition



IFFCO TOKIO GENERAL INSURANCE CO. LTD.

[13/Jul/2021 – 04/Oct/2022]

- Full life cycle recruitment services for fulfilling positions across the region.
- Review job descriptions to understand their hiring needs Identify of potential candidates through various sourcing and uncovering techniques including sourcing profiles from various job portals (Naukri and LinkedIn) and internal database.
- Leverage internet search and LinkedIn to connect with potential candidates to ensure their skills and competencies match the job description.
- Interview candidates in person or via phone or video conference to ascertain their qualifications.
- Follow up with both the hiring manager and candidate to keep them informed of progress.
- Employee Engagement.
- Handling training and development of new joiners.
- Background Verification.
- Conducting Exit Interviews.

Education

S.NO	QUALIFICATION	UNIVERSITY/SCHOOL	FROM	TO
1.	BBA	Jamia Millia Islamia University	2016	2019
2.	XII	Indira Ideal Sr. Sec. School	2015	2016
3.	X	Indira Ideal Sr. Sec. School	2013	2014

PERSONAL PROFILE

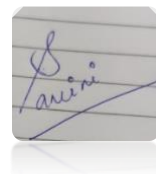
- Date of Birth : 25/October/1998
- Nationality : Indian
- Marital Status : Unmarried
- Languages Known : Hindi and English
- Hobbies : Playing Badminton, Listening to music, cooking, watching movies

DECLARATION

I hereby declare that all the particulars furnished by me in this application are true, correct and complete to the best of my knowledge.

Place: New Delhi

Date: 02/May/2023



Name: Yamini Sharma