

Anjali Sharma

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CAREER SUMMARY

- ✓ An innovative Human Resource professional with **3+years of experience** in recruitment for leadership-level technical and non-technical roles in CA Firms, Non IT, e-commerce, and Manufacturing industries.
- ✓ Expertise in **executing recruiting strategy and Organization Management**, Market Research, Talent Mapping, Offer Negotiation, HR and Successful On-boarding.

AREA OF EXPERTISE

- ✓ Hands-on experience in Global Sourcing, Headhunting, Leadership Hiring, Strategic Hiring, Technical Hiring, Project
- ✓ Hiring, Campus Hiring, and Organization Management and Development, Compensation Management and Referral Management.
- ✓ Generating active and passive candidates pipeline using techniques i.e. Boolean search, Google Advanced Search, browsing extensions, referrals, etc. Talent Search using job portals (i.e. LinkedIn Recruiter, Naukri, Monster, etc.) and Social Networks (LinkedIn, Facebook, etc.).
- ✓ Successfully closed various Roles like Dermatologists, Aesthetic Physicians, Doctor and Technology roles i.e. SEO Analyst, Senior Profiles Like Business Development manager, Area Sales Manager, etc. Managed leadership roles across Sales and Marketing, Consulting, Finance, Legal, and HR functions too.

ACADEMIC COURSES

2010 – 2012 SSC –Senior Secondary from CBSE Board, Delhi.

2012 – 2015 Graduation from - JDMC, Delhi University

2017–2019 Post Graduation From- Jesus & Marry Collage, IGNOU

Clinic Dermatech, Delhi

Assistant-HR

Jan 2023–Present

India's first technology-based chain of cosmetic dermatology clinics at Pan India Level, and we are creating a paradigm shift in the industry with our range of innovative solutions.

Key Responsibilities:

- ✓ Human Resource Planning-Handling end to end recruitments ;preparing job descriptions and managing job Postings.
- ✓ Talent Acquisition: Recruitment, sourcing and interview follow-ups Salary Negotiation,
- ✓ Background Verification Joining, send monthly and weekly Reports on Performance Evaluation.
- ✓ Induction Planning Management
- ✓ End to End Employee Life Cycle Management
- ✓ HR Automation, HR Systems MIS Management
- ✓ Employee Engagement activity
- ✓ Documentation and employee data management
- ✓ Forecast hiring needs, particularly at peak seasons
- ✓ PMS and Training and Development.
- ✓ Maintaining the employee data base in Keka Software.
- ✓ Attendance Management and Exit Interviews and Formalities.
- ✓ Payroll Processing and Statutory Compliance like PF, ESIC etc.
- ✓ Joining Formalities: Issuing Offer Letters and Appointment Letters to new employees.
- ✓ Assist the HR TEAM in planning of organization recruitment.

PRK & COM. New Delhi

HR Admin cum Sales

July 2022–Jan2023

Company deals with Taxation & Financial Services.

Key Responsibilities:

- ✓ Maintaining Recruitment records to include job description, recruitment authorization and CV's.
- ✓ Supporting recruitment through posting vacancies and managing responses to speculative candidates.
- ✓ Collect documents from employees as per standard checklist & generate offer letter.
- ✓ Track the attendance of all staff day wise in providing excel format & track leave database.
- ✓ Time office management.
- ✓ Responsible for day to sales-Setting sales goals and developing sales strategies.
- ✓ Researching prospects and generating leads.

- ✓ Conducting potential and existing customers on the phone, by email, and in person, handling customer questions, inquiries and complaints.
- ✓ Making recommendations to resolve and prevent future payment delay's.
- ✓ Preparing a monthly summary aging report with commentary explaining and past due balances related to unpaid invoices, deductions, unused credits.
- ✓ Monitor client account details for non-payment, delayed, payments, and other irregularities.
- ✓ Daily invoice register reconciling.

Star Business Investment Services Pvt Ltd.

HR Executive

Dec 2018 to Dec 2019

Key Responsibilities

- ✓ Recruitment & retention-managing talent and succession planning,taking overall responsibility for recruitment activity and campaigns.
- ✓ Assist in hiring including developing job descriptions and job advertisements and screening & interviewing candidates.
- ✓ The complete process of new joining employees
- ✓ Provide current and prospective employees with information about HR Policies, job duties,working conditions,wages and opportunities for promotion and employee benefits.
- ✓ Prepare and maintain accurate records,files and reports including responsibility for maintaining personnel records.
- ✓ Convey the Policies and rules to the Employees
- ✓ Conduct exit interviews to identify reasons for employee termination.
- ✓ Assist the HR MANAGER in planning of organization recruitment.
- ✓ Take the Interview of the employees &Make the joining documents.
- ✓ Convey the Policies and rules to the Employees.
- ✓ Track the Daily Attendance of the Employees.
- ✓ Participate in job fairs and host in-house recruitment events.
- ✓ Present the Employees Performance Report in front of HR MANAGER.

Platinum Waltech LTD. New Delhi

HR Recruiter

June-2018–Dec 2018

Key Responsibilities

- ✓ End to End Recruitment .
- ✓ Design and update job descriptions
- ✓ Planning& managing recruitment and selection of staff.
- ✓ Planned conduct new employee orientation.
- ✓ Mass hiring and Tele-calling.
- ✓ Proper ,meeting with calling process to recruiter and hire of new candidate as per responsibilities assigned by the company.
- ✓ Making sure that the employees working in making will achieve target.
- ✓ Filling of gaps and establishment of proper communication sources between market employees and office HR-Recruiter
- ✓ Picking of right Person for the right job.
- ✓ Screen incoming resumes and application forms.
- ✓ Interview candidates (via phone, video and in-person

PERSONAL DETAILS

IT Proficiency: MS Office, Excel. PowerPoint
Interests: Painting and listening music.
Languages known: English and Hindi.