

SONAM SHARMA

H.NO - 468/8 Lakhpath Colony Part 2 Badarpur New Delhi
LinkedIn - <https://www.linkedin.com/in/sonam-sharma-453460214>

SUMMARY

Accommodating HR Executive focused on sourcing high-quality candidates and minimizing turnover to enhance team productivity. Coordinated and organized professional with 2.10 years of vast experience managing employee relations activities in fast-paced, growing company. Attentive listener committed to building strong, trusting relationships with staff and management.

WORK EXPERIENCE

Fortune Marketing Pvt Ltd

Aug 2023 - Present

HR Executive

- Managed employee relations issues such as grievances, disciplinary actions and terminations.
- Organized recruitment activities including job postings, candidate sourcing, interviewing and selection.
- Reviewed job descriptions for accuracy and relevance to current needs of the organization.
- Assisted senior management with strategic planning initiatives related to talent acquisition.
- Facilitated training sessions for new hires on topics such as organizational culture, policies and procedures.
- Collaborated with department heads to develop programs that promote workplace safety and health.
- Worked with department managers to assess needs.
- Recruited and trained new employees to manage overall talent acquisition.
- Sourced, qualified and conducted screening interviews with job candidates.
- Interviewed job applicants to obtain information on work history, education or job skills.
- Searched for qualified job candidates using computer databases, media advertisements or employee referrals.

QPlus Security Services PVT LTD

Nov 2022 - June 2023

HR Executive

- Worked with same company as a full time employee till Oct 2022.

Valiant Biztech PVT LTD

May 2021 - June 2021

Recruiter - Internship

- Worked with same company as a full time employee. July 2021 to Oct 2022.
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EDUCATION

MBA - Pursuing from Amity University

June 2024 - Present

B.Com - DU

2018 - 2021

High school - Sarvodaya vidhyalya

2018

ADDITIONAL INFORMATION

Skills

- **MS OFFICE (Word, Excel, Basis Tally)**
- **Recruiting And Hiring Oversight**
- **Job Posting**
- **Organization Procedures**
- **New Employee Onboarding**
- **Recruitment And Hiring**
- **Human Resources Records**
- **File Maintenance**

Technical Skills

- **IT-RPA, software testers, sales forces, JAVA, front-end, back-end, full-stack, and .Net.Net**
- **Non-IT Profiles - BDM, ASM, Product manager, Accountant, Technical Support,RMA,Branch Head**
- **Portal used - Naukri, Indeed, Workindia, LinkedIn**

Languages:

- **English**
- **Japaneses**
- **Hindi**
- **Punjabi**
- **Bhojpuri**

Personal Details

Father Name - Parminder sharma

D.O.B - 01.July.2001

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