

Vinita Sharma

Senior HR Recruiter

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🎓 EDUCATION

MBA HR

I.E.C. University

2020 | Solan, HP, India

7.5 CGPA

Bachelor of Education(B.Ed.)

M.D.U.

2018 | Rohtak, HR, India

71%

Master of Commerce (M.Com.)

M.D.U.

2016 | Rohtak, HR, India

70%

Bachelor of Commerce (B.Com.)

M.D.U.

2014 | Rohtak, HR, India

73%

Higher Secondary Education (12th, Science)

C.B.S.E.

2011 | Mahendragarh, HR, India

75%

High School (10th)

C.B.S.E.

2009 | Mahendragarh, HR, India

77%

🌐 LANGUAGES

English

Hindi

📄 PROFILE SUMMARY

I have approximately four years of experience in end-to-end recruitment and hiring, successfully managing the entire recruitment lifecycle for various organizations. My responsibilities included sourcing, screening, interviewing, and onboarding top talent across different sectors. I excel at developing effective recruiting strategies, collaborating with hiring managers, and ensuring a positive candidate experience. My expertise in using Applicant Tracking Systems (ATS) and diverse sourcing channels has built robust talent pipelines and contributed to organizational growth.

Additionally, I focus on employee relations, engagement, and communication. I have implemented initiatives to boost morale, conducted employee games, and organized one-on-one calls to address concerns, fostering transparency and trust within the organization.

🧠 PRIME SKILLS

Full Life-Cycle Recruiting

Sourcing Strategies

Employer Branding

Negotiation Skills

IT Recruitment

Candidate Pipeline Management

Applicant Tracking Systems(ATS)

Training and Mentoring

Employee Referrals

Interview Process Optimization

Onboarding Support

Cultural Fit Assessment

Campus Recruitment

PROFESSIONAL EXPERIENCE

SuperDNA 3D Lab Pvt. Ltd.

Senior HR Recruiter

04/2023 – 06/2024

(Remote) Chandigarh, India

- Worked on roles for IT & Technology, Creative & Design, Human Resources, Sales & Marketing fields.
- Trained juniors for similar roles & responsibilities and mentored to learn recruitment skills.

HR Recruiter

03/2022 – 03/2023

(Remote) Chandigarh, India

- Worked on roles for IT & Technology, Creative & Design, Human Resources, Sales & Marketing fields.
- Worked on ATS, Full Life Cycle Recruitment, Screening, Onboarding, Sourcing, Interviewing, Employee Referrals, Employee Engagement

TrueBlue (Third party payroll with Virtuzo Infosystems Pvt. Ltd., 4 months Contractual)

09/2021 – 12/2021 | Gurugram, India

Recruiting Co-Ordinator

- Worked on Reference Check, Filing & Documentations, Campus Recruitment, Employee Referrals, Onboarding Support, Sourcing, Screening, Interviewing, Walk-in Drives

BioNome (SRNOME Pvt. Ltd.)

07/2020 – 08/2021

HR Recruiter

(Remote) Bangalore, India

- Worked on roles for IT & Technology, Life Sciences, Sales & Marketing fields.
- Worked Full Life Cycle Recruitment, Screening, Onboarding, Sourcing, Interviewing, Employer branding

PROFESSIONAL SKILLS

- **Recruitment Fields:** Experienced in various fields & specializations like IT & Technology, Sales & Marketing, Human Resources, Creative & Design, Life Sciences
- **Full Life-Cycle Recruiting:** Managing the entire recruitment process from job requisition to offer acceptance and onboarding.
- **Talent Sourcing:** Identifying and attracting potential candidates through various channels like job boards, social media, and networking.
- **Applicant Tracking Systems (ATS):** Using software to manage and track candidates throughout the recruitment process.
- **Interviewing:** Conducting interviews to assess candidates' qualifications and fit for the role.
- **Candidate Screening:** Reviewing resumes and applications to shortlist candidates for interviews.
- **Onboarding:** Ensuring new hires are smoothly integrated into the company with proper training and resources.
- **Recruitment Strategy Development:** Creating and implementing effective recruitment plans to attract top talent.
- **Stakeholder Management:** Collaborating with hiring managers and other stakeholders to understand and fulfill staffing needs.
- **Employer Branding:** Promoting the company's brand to attract and retain top talent.
- **Talent Pipeline Management:** Building and maintaining a pool of qualified candidates for future job openings.
- **Networking and Relationship Building:** Developing professional relationships to source and attract candidates.
- **Behavioral Interviewing Techniques:** Using structured interviews to assess candidates' past behavior as an indicator of future performance.

- **Diversity Recruitment:** Focusing on attracting a diverse pool of candidates to promote an inclusive workplace.
- **Training and Mentoring:** Coaching junior recruiters or team members to improve their skills and performance.
- **Compensation and Benefits Analysis:** Evaluating and offering competitive salary and benefits packages to attract candidates.
- **Change Management:** Supporting organizational changes by ensuring smooth transitions in staffing and processes.
- **Succession Planning:** Identifying and developing internal candidates for future leadership roles.
- **Performance Metrics and Reporting:** Tracking and reporting on recruitment KPIs to measure effectiveness.
- **Career Development Planning:** Assisting employees with career growth and development opportunities.
- **Reference Check:** Verifying a candidate's past job performance and qualifications by contacting previous employers or professional contacts.

TOOLS & SOFTWARES

ATS: Keka Hire

Interviews: Skype, Google Meet, Zoom

Job boards: LinkedIn, Naukri, Indeed, Fiverr, Upwork, ArtStation

Data Tools: MS Word, MS Excel, Google Sheets

HONOURS & AWARDS

Promoted to Senior HR Recruiter

SuperDNA 3D Lab Pvt. Ltd.

2023

Employee of the Month

SuperDNA 3D Lab Pvt. Ltd.

2022

SOFT SKILLS

- **Communication:** Clear and effective interactions with candidates and colleagues.
- **Interpersonal Skills:** Building strong relationships and rapport.
- **Empathy:** Understanding and addressing others' needs.
- **Negotiation:** Skillfully handling job offers and employment terms.
- **Organization:** Efficiently managing multiple tasks and details.
- **Problem-Solving:** Finding effective solutions to recruitment challenges.
- **Attention to Detail:** Ensuring accuracy in all aspects of recruitment.
- **Time Management:** Prioritizing tasks to meet deadlines.
- **Adaptability:** Adjusting to changing needs and trends.
- **Confidentiality:** Handling sensitive information discreetly.