

AARTI SHARMA

HR RECRUITER

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EMAIL | aartiakkisharma@gmail.com
LOCATION | Gurugram, INDIA
EXPERIENCE | 2 Years 0 Month

Key Skills

- Onboarding
- Job Posting
- Induction
- Screening
- Exit Interviews
- Recruitment
- Joining Formalities
- HR Generalist Activities
- Staffing
- Telephonic
- Interview Coordination
- Sourcing Profiles
- Interviewing Candidates
- Shortlisting
- Communication Skills
- Hiring

Languages

- ENGLISH
- Hindi

Profile Summary

I have completed my post graduation in HR and Business operations. And I have 1.7 year of experience as HR recruiter with achieving 90% of hiring Target in every month. and maintaining data base of candidates for recruitment.

Work Experience

HR RECRUITER

Tag RoBo Tech(auditech corporate llp)
03/2023 - 10/2023

- Managed end-to-end recruitment process for hiring top talent in the organization.

- Sourced, screened, and interviewed candidates to fill open positions.

HR Executive and Generalist

Prasuma
12/2023 - Present

During my time there, I am part of the HR team.

I successfully onboarded 200+ SM/ASMs and MTs.

Managing the recruitment process for positions in the retail department across India.

Sourcing and screening candidates using job portals like Naukri.com and LinkedIn.

Worked on Entire Onboarding activities, improving area to speed up process.

Maintained MIS & Recruitment Tracker.

???? Worked on PeopleStrong HRIS.
???? Initiate Background verification of new candidate.
???? Aligning interviews of new candidates with the stakeholders through Google Meet/Zoom/ATS.
???? Worked upon a project on ???to identify the probable area of improvement in recruitment process???.
.Handling and managing stakeholders.
. Recruitment on PAN India level.
. Pre and Post documentation end to end Process.

Internship

■ Tirupati India logistics, 889 Days

■ Tirupati india logistics, 334 Days

Education

■ MBA/PGDM - HR/Industrial Relations
2023

BMGI INSTITUTE OF TECHNOLOGY AND
MANAGEMENT,
FARRUKHNAGAR,GURUGRAM

Grade - 7/10

■ B.Com - Commerce
2021

rajiv gandhi govt college for women bhiwani

Grade - 73%

■ 12th
2018

CBSE , English

Grade - 70-74.9%

Projects

■ Recruitment process
334 Days

Project is about to hire employees and maintaining there documents, job description and taking there work progress time to time .

deciding there salary on the basis of there
work performance. maintaining attendance
also