

Curriculum Vitae



SONALI SHARMA

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OBJECTIVE

A highly motivated and aspiring Human Resource professional looking to secure position in an organization that provides ample opportunities to develop and use my skills for growth in field of Human Resource.

SUMMARY

- 3.8+ years of experience in IT/ITES Recruiting Industry.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Ability to search and recruit proactively, with strong organizational skills.
- Strong experience as an IT Recruiter to recruit IT talent.
- Strong organizational skills, exceptional follow-through and attention to detail.

EDUCATION DETAILS

2019MBA (HR) from Guru Jambheshwar Science & Technology University, Hisar.

2016B.COM from Chaudhary Devi Lal University, Sirsa.

2013H.S.C from D.A.V Senior Secondary School under CBSE Board.

2011S.S.C from from D.A.V Senior Secondary School under CBSE Board.

WORK EXPERIENCE

October 2021 - Till Date: VUI Infotech Pvt. Ltd., Noida as Associate – IT Recruitment

VUI Infotech a leading Human Resource company providing recruitment services to various IT / ITES clients.

Main Responsibilities

- Delivered recruitment solutions for vacancies across all organizational levels and an array of IT job functions .
- Manage all phases of recruiting, from initial sourcing and screening through offer Negotiations and Joining.
- Creatively source high-caliber candidates by leveraging recruiting portals (Naukri.com) and employee referrals.
- Analyze the requirement and understand the kind of talent client is looking for the job opening.
- Identifying right candidates with required Skill set and experience and make sure that it should match with client posted job requirement to lower rejection ratio.
- Handled both volume and niche skills hiring according to client requirements.
- Maintaining daily/weekly/monthly reports such as interview status reports, closure report and feedback reports.
- Maintain cordial relations with end clients and have monthly meeting to understand demand forecasting to pre-plan required actions for smooth recruitment process execution.
- Worked on all kind of skills like SAP, Oracle, Java/J2EE, QA Tester, .Net, SQL Server, People soft etc.
- Keep the Resume database to readily propose the candidate to the hiring company thus reducing the lead time for recruitment to minimum.
- Maintain cordial relations with end clients and have monthly meeting to understand demand forecasting to pre-plan required actions for smooth recruitment process execution.

December 2020 – October 2021: LECAN Solutions Pvt. Ltd. as HR Executive – IT Recruitment.

Main Responsibilities

- Delivered recruitment solutions for vacancies across all organizational levels and an array of IT job functions for Accenture India.
- Efficiently handled all communications with candidates regarding interview scheduling, application status, documentation, joining formalities, technical support, feedback to rejected candidates etc.
- Maintaining daily/weekly/monthly reports such as interview status reports, closure report and feedback reports.
- Proactively build and manage relationships with top talent. Develop a pipeline for high demand positions.
- Source top passive talent through sourcing, cold calling, personal networking, and social media.
- Sources passive candidates through networking, cold calling, and Internet research.

INTERNSHIP UNDERGONE

June – July 2018: Sunbeam Auto (P) Ltd. Gurgaon for College Internship.

Sunbeam is one of the largest player of Asia in the Aluminum Die Casting business. Major customers include Hero MotoCorp, Maruti Suzuki India Ltd., Suzuki Powertrain India Ltd., Suzuki Motorcycle etc.

- Exposure to all company business activities like sales, service, Human resources, logistics etc.
- Research and analysis on Working Capital Management for college report preparation.
- Attend various internal meetings to increase my knowledge of business environment.

RECRUITMENT SKILLS

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|-----------------------------------|-------------------------|---|
| • Talent Assessment & Acquisition | • Executive Recruiting | • Exposure to Recruiting tools |
| • Candidate Sourcing & Screening | • High-Volume Staffing | • HR reporting |
| • Client Handling | • Offer Negotiations | • Skilled in MS Office suite & various operating systems. |
| • Volume and Niche Skill Hiring | • IT & ITES Recruitment | |

SOFT SKILLS

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|----------------------------------|-------------------|-------------------|
| • Excellent Communication Skills | • Problem Solving | • Adaptability |
| • Hardworking | • Self-Motivated | • Time Management |

DECLARATION

I am confident of executing all the duties required of me to the best of my abilities & being a definite asset in the success of your esteemed organization. I hereby confirm that the details provided above are true to best of my knowledge.



Sonali Sharma