**Shivani Sharma**

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**Shanti Nagar, Karawal Nagar, Delhi**

An expert HR executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 2 year hand on experience. Dedicated Talent Acquisition Specialist with proven success in identifying and recruiting top-tier candidates across various industries. Adept at building strong relationships with hiring managers and candidates to ensure a seamless recruitment process. Seeking a challenging role where I can leverage my expertise in sourcing, interviewing, and onboarding exceptional talent.

**Professional Experience**

**Talent Acquisition Specialist April 2023 – Current**

**Compunnel Staffing**

**Responsibilities:**

* Managed the end-to-end recruitment process, from initial candidate sourcing to offer negotiation and onboarding.
* Specialized in recruiting for specific technical roles such as software developers, system administrators, and cybersecurity specialists.
* Implemented innovative sourcing strategies to attract top-tier candidates, resulting in a 30% increase in qualified candidate pool.
* Conducted thorough candidate assessments and interviews to identify individuals who best fit organizational culture and job requirements.
* Collaborated with hiring managers to streamline recruitment processes and reduce time-to-fill by 20%.
* Utilized data analytics to track and analyze recruitment metrics, enabling data-driven decision-making and continuous improvement of talent acquisition strategies.

**Human Resource Executive, Noida July 2022- March 2023**

**Enterprise Solution Inc**

**Responsibilities :**

* Conducted performance evaluations and provided guidance to managers on corrective actions, resulting in improved employee performance and increased productivity.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
* Helped solve conflicts, disputes and concerns, offering practical and smart solutions.
* Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
* Gathered and analyzed data extensively to obtain useful HR metrics.
* Encouraging participation of employees in various organizational events.
* Negotiated employee wages based on employment level, qualifications and history.
* Having experience with onboarding and end-to-end recruitment for IT Requirements.

**HR Intern, Delhi January 2022 – June 2022**

**Quicksort Technologies**

**Responsibilities :**

* Maintained accurate, well-organised company records.
* Compiled vacancy, holiday accrual and new staff information for well-maintained records.
* Posted job listings across various platforms and social media channels to increase talent pools.
* Helped HR team build and maintain company contemporary company culture focused on recruiting and supporting top talent.
* Negotiated employee wages based on employment level, qualifications and history.
* Having experience with onboarding and end-to-end recruitment for IT Requirements.

**Education Details :**

Masters of Business Administrator

Human Resource Management, NMIMS, Mumbai, MH – 2023

Bachelor of Arts

Political Hons, Delhi University - 2019