

Sanjay Sharma



HR Executive

Phone: 9119780268

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Address: Noida Sector -72

About me

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

Personal Information

Gender: Male
Nationality: Indian
Date of birth: 16.07.1999
Language: English Hindi

Interests

- Learning new skills
- Reading Books

Skills

Communication skills (written and verbal)



Decision Making



Time management



Efficient Multitasking



Analytical thinking



Communication Skills



Experience

HR Executive

Jan 2021 – Jan 2023

Memories India Pvt. Ltd.

• Responsibility:- 1. Screening Resumes 2. Schedule Interviews 3. Talking Interviews 4. Making Handover Details 5. Employee Engagement 6. Employee Relations 7. Employee Grievances 8. Employee Retainship 9. Exit Interview 10. Bulk & Mass Recruitment

HR Recruiter (WFH)

Jan 2020 – Jul 2020

Sharma Bandhu Consulting Services Pvt. Ltd.

• Responsibility:- 1. Screening Resumes 2. Recruitment 3. Taking Interview 4. Providing Induction Of Our Company 5. Employee Relations

Education

Institute Of Engineering Technology
BTech in Electrical Engineering

Jul 2020 – Jul 2023

Gov. Polytechnic Mainpuri
Diploma in Electronics Engineering

Jul 2016 – Jul 2019

Achievement

Best Employee Of The Month Nov,2022
• Company Name:- Memories India Pvt. Ltd.

Signature

