Avantika Sharma

HR Executive and Recruiter

PERSONAL INFORMATION

✉ **Email**
avantikasharmamtr@gmail.com

📞 **Mobile**
(+91) 8755791337

💼 **Total work experience**
2 Years 5 Months

KEY SKILLS

communication skills

sourcing

screening

negotiation

documentation

convincing power

management skills

coordination skills

interview coordination

follow ups

shortlisting

interview scheduling

interviewing

sourcing profiles

Employee Engagement

HR Generalist Activities

HR operations Generalist

OTHER PERSONAL DETAILS

PROFILE SUMMARY

As an HR executive, my role involves overseeing various HR functions, such as employee relations, recruitment, and policy implementation and collaborate with management to align HR strategies with business goals, address employee needs, and ensure a positive work environment. i am also responsible for sourcing, screening, and selecting candidates for job openings, work closely with hiring managers, conduct interviews, and manage the hiring process. I also play a key role in building employer branding and maintaining a talent pipeline.

EDUCATION

2024 MBA/PGDM
GLA Institute of Technology and Management, Mathura

2018 BBA
Dr Bhim Rao Ambedkar University, Agra

WORK EXPERIENCE

Jun 2022 - Mar 2023 HR Executive and Recruiter
Essel group

Core Responsibilities
- **Job Posting and Sourcing:**
- Creating accurate and engaging job descriptions.
- Posting job openings on relevant job boards, social media platforms, and company websites.
- Sourcing candidates through various channels, including networking, referrals, and online databases.
- **Candidate Screening and Evaluation:**
- Reviewing candidate resumes and applications.
- Conducting phone interviews to assess initial qualifications.
- Scheduling and conducting in-person or virtual interviews.
- Administering assessments and tests as needed.
- **Candidate Selection:**
- Evaluating candidates based on their skills, experience, and cultural fit.
- Making recommendations to hiring managers.
- Negotiating salary and benefits packages.
- **Onboarding:**
- Coordinating the onboarding process for new hires.
- Ensuring that new employees have the necessary information and resources to be successful.
- **Employer Branding:**
- Promoting the company's employer brand to attract top talent.
- Managing the company's online presence on social media and job boards.

Mar 2023 - Present

HR Executive

Edunext Technologies

Core Responsibilities
- **Recruitment and Selection:**
- Developing and implementing effective recruitment strategies.
- Sourcing suitable candidates through various channels.
- Conducting interviews and assessments to select the best fit for the organization.
- Managing the onboarding process for new hires.
- **Employee Relations:**
- Building and maintaining positive employee relationships.
- Handling employee grievances and disputes.
- Conducting performance reviews and providing feedback.
- Managing employee morale and satisfaction.
- **Compensation and Benefits:**
- Developing and administering compensation packages.
- Managing employee benefits programs.
- Ensuring compliance with labor laws and regulations.
- **Training and Development:**
- Identifying training needs and developing training programs.
- Conducting employee training and development initiatives.
- Evaluating the effectiveness of training programs.
- **HR Policies and Procedures:**
- Developing and implementing HR policies and procedures.
- Ensuring compliance with employment laws and regulations.
- Updating HR policies and procedures as needed.
- **HR Analytics:**
- Collecting and analyzing HR data.
- Preparing HR reports and metrics.
- Using data to inform HR decision-making.
- **Employee Welfare:**
- Managing employee welfare programs.
- Ensuring a safe and healthy work environment.
- Addressing employee concerns and issues.

Additional Responsibilities (Depending on the Organization)
- **Payroll Management:**
- Overseeing payroll processing.
- Ensuring accurate and timely payment of salaries and wages.
- Managing payroll taxes and deductions.
- **Talent Management:**
- Identifying and developing high-potential employees.
- Succession planning.
- Managing employee performance and career development.
- **HR Technology:**
- Implementing and managing HR technology systems.
- Ensuring data security and privacy.

In essence, an HR Executive is responsible for creating a positive and productive work environment where employees can thrive and contribute to the organization's success.

INTERNSHIP

3 Months — Hr Associate
Exotic Learning

1. Assisted in organizing and conducting 10+ recruitment drives, resulting in the hiring of 15+ interns for various departments.

2. Created and maintained a database of 100+ potential candidates for future job openings, facilitating efficient and targeted talent acquisition.

3. Collaborated with the HR team to streamline the onboarding process, reducing the onboarding time for new hires by 20%.