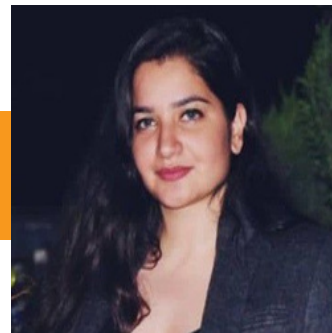


# LEKHKA SHARMA



## CONTACT

- Delhi NCR
- +91 8588931019
- lekhikasharma1998@gmail.com
- 04/11/98
- <https://www.linkedin.com/in/lekhika-sharma-40676817b>

## OBJECTIVE

An experienced HR professional with over 2.3 years of experience into Global Talent Acquisition. Proactive professional accomplished in hiring, developing, and motivating employees. Detailed oriented, expert communicator who excels under tight deadlines. Seeking a challenging position in corporate to utilize my skills and knowledge in recruiting, and developing top talent in accordance with the company's goals.

## SKILLS

- Global Recruitment
- Boolean Search
- Emotional Intelligence
- Strong Excel skills
- Cross cultural communication
- Sourcing
- Active Listening
- Time Management
- Relationship Building
- Cultural Awareness
- Negotiation skills
- Interviewing & Assessment
- Employer Branding knowledge

## INTERESTS

- Singing
- Travelling
- Reading

## LANGUAGE

- || English
- Hindi

## EXPERIENCE

KNR Management Consultants  
Sr. Research Associate

Oct 2023 - Jun 2024

- Understanding the clients requirements and mapping it with available resources
- Utilized diverse platforms including LinkedIn, Naukri, and others for effective resume sourcing.
- Examined, evaluated, and selected candidates for multiple positions.
- Honed expertise in sourcing talent from wide-ranging geographies such as APAC and GCC.
- Collaborated with hiring managers to create detailed job descriptions for open positions.
- Worked on all sorts of NON- IT positions from mid level to high level.
- Successfully conducted preliminary telephonic rounds to gauge the interest of candidates and evaluating candidate's compatibility with specific job requirements, ensuring a right fit prior to submission to client.
- Compose, publish and update job advertisements for assigned vacancies to online job boards.
- Trained new interns on job portals, Boolean search and LinkedIn.

SpectrumTalent Management  
Consultant

Mar 2022 - Sep 2023

- Conducted interviews with potential candidates, assessed their qualifications, and recommended the best suited individuals for the role.
- Reviewed resumes and conducted preliminary phone screens of applicants prior to scheduling in-person interviews.
- Evaluated candidate feedback post-interview in order to improve future selection processes.
- Managed onboarding activities for new hires, ensuring they have all necessary resources and information needed to succeed in their roles.
- Collaborated with management teams to understand hiring needs and develop innovative recruiting solutions.

## EDUCATION

AKTU University  
Masters of Business Administration- HR & Operations

2022

Delhi University  
Bachelor of Arts- English Honours

2020