

# AKSHITA SHARMA

Noida | [akshitasharma316@gmail.com](mailto:akshitasharma316@gmail.com) | [LinkedIn : Akshita Sharma](#) | +91 9045702768

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**Career Objective:** Experienced HR professional with 2 years of hands-on experience in Talent Acquisition and HR Operations. Seeking to leverage my expertise in identifying top-tier candidates, streamlining recruitment processes and fostering strong relationships with hiring managers to contribute effectively to the success of a dynamic organization. Committed to delivering hiring solutions on a diverse set of profiles in both IT and Non-IT domain and have been able to close managerial positions as well. Actively looking for a change which is beneficial for my career growth and development.

## EDUCATION

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**GNIOT Group of Institutions, Greater Noida** **2021-2023**

**MBA | Major: Human Resource Management** | Minor: Marketing Management | CGPA:7.73  
Relevant Coursework: Recruitment & Selection, Talent Management, HR Analytics, Digital Marketing, Performance & Reward Management, Employee Relations and Labour Laws.

Mata Sundri College for Women, **2018-2021**

**University of Delhi, New Delhi**  
B.Sc. (Hons.) Computer Science | CGPA:8.0

N.R Public School, Khurja, Uttar Pradesh **2017-2018**

Class XII | CBSE | Percentage: 85%  
Relevant Coursework: Physics, Chemistry, Mathematics, English, Computer Science

## WORK EXPERIENCE

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**Worksmith Consulting, Noida** **Jan 2023 till date**

### Sr. HR Associate

- Responsible for end-to-end recruitment cycle for lateral to leadership hirings.
- Successfully recruiting across IT & Non-IT (BFSI, Insurance, manufacturing, retail, FMCG, Consumer Durable, Power & Energy, Fashion & Apparel, Brewery and Distillery, Business Consulting, Edtech, logistics, etc.) on PAN India base.
- Identifying candidates as per job descriptions and specifications and conduct prescreening interviews.
- Sourcing and shortlisting potential candidates from various online channels including Naukri, LinkedIn etc.
- Assess the candidate and help them understand the job role in detail and explain documentation requirements to facilitate HR process.
- Scheduling interviews both telephonic and in person; Coordinating timelines with the HR Heads, Hiring Managers and other stakeholders.
- Maintaining database of candidate records including active and passive prospects.
- Assist on HR Strategy projects, presentations and reports.

**Lido Learning, Noida** **Jul 2021-Nov 2021**

### Marketing Associate

- Identifying and developing strategic relationship with potential customers.
- Assisting in the development of a strong pipeline of new customers through direct customer contact and prospecting.
- Maintaining strong follow-ups and regular feedback calls.
- Ensuring all sales bookings are recorded following established procedures with full and clear information and that they are inputted accurately and promptly onto the system.

## Internships

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**3leads Resources, Bangalore**

**Nov 2022 - Jan 2023**

**HR Intern**

- Sourcing potential candidates from various online channels including Naukri, LinkedIn etc.
- Screening resumes and posting job descriptions on relevant platforms.
- Planning interview and selection procedures including screening calls and in-person interviews.
- Maintaining database of candidate records including active and passive prospects, hired employees and other designations.

**Entrepreneur Support Solution**

**July 2020 - Aug 2020**

**Digital Marketing Intern**

**Skills:** Social Media · YouTube Marketing · Email Marketing · Facebook Marketing

## Skills & Interest

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- Strong written and verbal communication skills.
- Proficient in Talent Acquisition including sourcing, screening, salary negotiation and selection.
- Headhunting for senior and middle level positions.
- Experienced in client management and candidate engagement.
- Ability to work independently and in a team-oriented environment.
- Detail-oriented and capable of meeting tight deadlines.
- Proficient in Microsoft Office, with advanced skills in Word, Excel and Power Point.
- Proficient in using job portals Naukri, LinkedIn, etc.

**Languages:** English and Hindi

**Extra-Curricular Activities:** Head Girl in Class XII at N.R Public School, Khurja

Performing Member – Kayra (Western Dance Society of MSCW College)

**Certifications:** TCS iON Career Edge - Young Professional

Barclay's Lifeskill GTT Foundation

Human Resource Management - Great Learning