

LAXMI SHARMA

Talent Acquisition

📞 8927686175

✉️ laxmisharma08199908@gmail.com

🔗 [https://www.linkedin.com/in/laxmi-sharma-828b74229?](https://www.linkedin.com/in/laxmi-sharma-828b74229?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

📍 Delhi, India

SUMMARY

Experienced Recruitment and Talent Acquisition Executive with nearly 2 years of proven expertise in IT Consulting for Tier 1 MNCs, including prestigious Big 4 firms. Demonstrated success in both IT and non-IT domains, specializing in core IT functions and extending to diverse sectors, including CMMI Level organizations, Edutech, Fintech, BFSI, Medical, Real Estate, and the Legal industry. Recognized for excellence in candidate sourcing, screening, and managing seamless interview logistics. Proficient in ATS utilization for efficient candidate management. Skilled in building strong relationships with candidates, clients, and HR professionals, dedicated to ensuring a positive experience for all stakeholders throughout the hiring process.

EXPERIENCE

Talent Acquisition Executive

Bestal HR Pvt Ltd

📅 10/2023 - Present 📍 Delhi

- Managing the end-to-end recruitment process, from pooling niche talent through diverse job boards and portals to successfully onboarding qualified candidates.
- Engaging in client interactions, connecting with clients for requirement discussions, and also conduct initial interviews to assess candidate suitability.
Delivering comprehensive recruitment services for clients across India, managing requirements for both experienced and skilled candidates in IT and non-IT positions.
- Proficiently, utilizing and leveraging platforms such as Naukri.com, Shine.com, and LinkedIn, in conjunction with diverse job boards and portals for effective talent acquisition. Additionally, adept at creating compelling job descriptions and strategically posting them on platforms like linkedin to attract top-tier candidates.

Human Resources Executive

NetQuo Services Pvt Ltd

📅 05/2022 - 06/2023 📍 Kolkata

- RESPONSIBILITIES-
Skilled in end-to-end recruitment processes, from sourcing and screening to onboarding, with a proven track record of successfully hiring for Tier 1MNCs,Big4s,CMMi level, Edutech, Fintech, BFSI, Medical & more. Specialized in recruiting for niche skills across both IT and non-IT domain.
- Experienced in database management, including Boolean and advanced search techniques within the Resdex candidate database, and skilled in utilizing Applicant Tracking Systems (ATS) for efficient candidate management.
- Skilled in crafting compelling job descriptions and strategically posting them on social media platforms and job boards to attract top talent.
- Proficient in client interaction and adept at building strong, strategic relationships with clients and HR professionals to achieve collaborative hiring goals.

Human Resources Intern

PROACTIVE TALENT SEARCH

📅 Date period 📍 Mumbai

- Supported the initial screening of applicants and conducted initial phone interview screens, significantly enhancing the efficiency of the hiring process.
- Assisted in the coordination of the recruitment process, resulting in the streamlined and improved candidate experience. Demonstrated expertise in email communication and mass emailing for efficient candidate outreach and engagement.
- Utilizing job portals such as Naukri.com and Shine.com, as well as leveraging social media platforms like LinkedIn for candidate sourcing and recruitment.
- Managing the candidate journey from initial contact to successful onboarding, ensuring a smooth transition, and maintaining an organized candidate database.

EDUCATION

Bachelor's Degree in Sociology

SuryaSen College (NBU)

2018 - 2021

Master's Degree in Sociology

IGNOU

2021 - 2023

SKILLS

End to End Recruitment

IT Recruitment

Core IT

Non IT Recruitment

Niche Skills

Boolean Search

Advanced Search

Applicant Tracking System

Strategic Sourcing

Stakeholder Management

Client Interaction

MS Excel

MS Word

MS Outlook

Multi Tasker

Files and Record Management

Database Management

LANGUAGES

English

Proficient



Hindi

Proficient



Bengali

Advanced



Nepali

Advanced



Maithili

Advanced



Bhojpuri

Advanced



TRAINING / COURSES

Certified Naukri Maestro Recruiter
by Naukri.com

Certified HR Analyst by Great
Learning