

Kanchan Sharma

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Career Objective

HR Professional with 3+ years of experience in Staffing & Recruitment, skilled in Salary & Benefits, Employee Relations, Compliance, and Talent Acquisition. Strong in managing recruitment processes, enhancing employee relations, and ensuring HR compliance. Proven leadership, team management, and data management skills, with a focus on aligning HR strategies with organizational goals.

SKILLS:

Corporate Recruitment	Organizational Skills	Relationship Building
Client/Customer Coordination	Communication Skills	Data/Records Management
Leadership/Team Management	End-to-end Recruitment	Onboarding
Problem-Solving	Critical Thinking	MS Office Certification

WORK EXPERIENCE

ACRO Service Corp.

Jan 2024-Current

Corporate HR

- Using standardized screening techniques, Assess the skills, qualifications, and experience of potential candidates.
- Utilizing a variety of sourcing channels—including employee referrals, internal databases, job portals, and networking platforms like LinkedIn Recruiter and Naukri-to identify and attract top talent.
- Handled IT Requirements like Power BI Developer, Cloud Solutions Architect, .Net Developer, Full Stack Developer (PHP), QA Automation etc.
- Also worked on engineering requirement such as Fire Protection Engineer, BIM Engineer, BIM Architect etc.
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods.
- Administered competitive compensation and benefits programs to attract and retain talent.
- Utilized HR data and metrics to drive strategic decisions, track key performance indicators, and optimize HR processes.
- Resolved employee issues and ensured compliance with labor laws and HR policies.

Tanisha Systems Inc.

Nov 2022-Jan 2024

Senior Technical Recruiter

- Well experienced in End-to-End Recruitment life cycle.
- Worked on projects like-, Full Time Positions as per the requirement.
- Sourcing and identifying the requirements from Tier 1 vendors, Preferred & Prime Vendors.
- Finding and gathering new and active requirements from vendors of clients, job portals (Job Diva, Dice, LinkedIn ETC).
- Served clients such as Facebook, Morgan Stanley, Siemens, Pfizer, Verizon, AT&T, JPMC & BlackRock.
- Implementation partner: Mphasis, Wipro, Hexaware, HCL, Syncheron.

Head Field Solutions Pvt. Ltd.

Nov 2021- Nov 2022

Technical Recruiter

- Excellent work knowledge of USA Visa types (GC, US Citizen).
- Good knowledge of US tax terms W2 (Full Time & Contract).
- Experience in IT Recruitment (US Process), working on W2 Requirements from Direct Clients.
- Sourcing the right candidates for the requirements using different job portals like CB, Dice & Monster.

- Work on Project Earth for Meghalaya Energy Corporation Ltd. (MeECL).
- Analysis of electrical parameters and data related to energy meters.
- Do the manual testing on UGO and UGO BUDDY App in which we tested Electrical Parameters and Energy Meter Data.
- Report to the Project Head based on the Project report.

PROFESSIONAL QUALIFICATIONS:

Anand Engineering College, Agra B.Tech in Electronics & Communication Engineering.	2020
Queen Victoria Inter College, Agra Intermediate	2016
Queen Victoria Inter College, Agra Matriculation	2014

PERSONALITY TRAITS

- Good verbal & written Communication Skills.
- High degree of confidence, positive attitude, good team spirit, and hard-working capability.
- Easily adaptable to changing work environments.

Declaration

I hereby declare that all the above details are true and correct to the best of my knowledge.