

Nikita Sharma

APAC- Technical Recruiter

PROFILE SUMMARY

Highly skilled Technical Recruiter with 2+ years of experience in developing and executing successful recruitment strategies. Proven track record in increasing candidate quality, reducing time-to-hire, and improving overall retention rates. Seeking a challenging position as a Technical Recruiter to utilize my skills and experience in sourcing and selecting top-notch technical talent for organizations ?Good Communication skills, ? Can do work under minimum Supervision.

EDUCATION

2021	MBA/PGDM Raja Balwant Singh College, Agra
2019	B.Com dbrau
2016	XIIth English
2014	Xth English

WORK EXPERIENCE

May 2022 - Present	APAC- Technical Recruiter Nityo Infotech Attracting suitable candidates through databases, online hiring portals, social media, etc. ??? Posted job advertisements, supported the Sales Managers with various tasks as assigned. ??? Managed a team of 10 recruiters and implemented performance metrics, resulting in a 15% increase in team productivity. ??? Successfully sourced and recruited top-tier technical talent within the APAC region by developed and maintained a network of potential candidates resulting in a 30% increase in candidate pipeline and a 25% reduction in time-to-fill. ??? Collaborated with hiring managers to understand their specific technical requirements and provided strategic guidance throughout the entire recruitment process, resulting in a 90% candidate offer acceptance rate. ??? Recognized by executives and colleagues for performing excellent work and achieving great results.
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PERSONAL INFORMATION

- ✉ **Email**
nikitash2306@gmail.com
- ☎ **Mobile**
(+91) 7078452799
- 📅 **Total work experience**
2 Years 0 Month
- 🌐 **Social Link**
www.linkedin.com/in/nikita-sharma-63a690193

KEY SKILLS

- Good communication
- Pressure Handling
- Team Management
- Leadership
- Team Handling
- Time Management
- Negotiation Skills
- Client Relationship Management
- Creativity
- Management
- adaptability
- Recruitment analytics
- Sourcing skills

OTHER PERSONAL DETAILS

City Gurugram

Country INDIA

LANGUAGES

- English
- Hindi

Oct 2021 - May 2022

Recruitment Associate

Thinking and Learning App- BYJU'S

??? Managed the entire recruitment process, including sourcing, screening, video interviewing, and presenting qualified candidates to hiring managers. ??? Conducted thorough candidate screenings, resulting in a 20% increase in quality hires. ??? Developed and implemented an innovative recruitment strategy, resulting in a 30% reduction in time-to-fill positions. ??? Collaborated with hiring managers to identify key job requirements and facilitate the creation of accurate job descriptions. ??? Help in completing paperwork for new hires

Aug 2021 - Oct 2021

Business Development Executive

uFaber edutech pvt ltd

INTERNSHIP

90 Days

Autolek ignition

Projects

31 Days

Intership In HR

Internship in human resource enhanced my communication and handling skills.

62 Days

Hr Executive Internship

Responsible for maintaining bills and daily records and making sheets on excel with payroll working.

COURSES & CERTIFICATIONS

- Financial modelling workshop certificate