



SHREYA SHARMA

Associate - HR

 +91-7217377009

 shreyasharma.0852@gmail.com

 www.linkedin.com

 Noida, Uttar Pradesh

EDUCATION

Bachelor of Arts

Delhi University

2018 - 2021

Diploma in spanish Language

YMCA Institute

2019 - 2020

Expertise

End to End recruitment

Corporate hiring

Client based hiring

Onboarding

Employee engagement

ATS (Applicant Tracking System)

Ms-office

Analytical skills

Organisational skills

ABOUT ME

Result oriented Human Resource professional with 2 years of experience exceeding hiring goals by 23%. Leveraged LinkedIn and online platforms to source and attract top talent from 10+ industry through strong analytical skills, enhancing team performance.

WORK EXPERIENCE

HR Associate at Acadecraft

17th July 2023 - Present

- Partnered with department heads to understand their needs and sourced top talent who contributed significantly to achieving departmental goals resulting in a 95% offer acceptance rate.
- Successfully sourced and screened candidates from diverse platforms (LinkedIn, Naukri, Indeed etc) through targeted search strategies. Conducted initial interviews to assess qualifications and cultural fit, playing a key role in candidate selection.
- Streamlined onboarding process for new hires, including setting up equipment, introducing to team tools and processes, and facilitating knowledge sharing.
- Proactively addressed candidate concerns and questions, ensuring transparency and building trust throughout the hiring process, resulting in a 35% increase in positive candidate reviews.
- Enhanced employee engagement and fostered a positive company culture by organizing and coordinating engaging team-building activities and company events.

Accomplishments

- Received **Acadecraft's Employee of the Month** recognition in November 2023 for exceeding hiring goals and streamlining the recruitment process.
- Successfully filled **95%** of open positions during my tenure, exceeding hiring goals by **15%**.
- Successfully recruited a full team of **qualified candidates**, receiving **positive feedback** from hiring managers.

Hobbies

Sketching

Cooking

Styling Fashion

Yoga

Pilates

Languages

English

Hindi

Spanish

Korean

Talent Acquisition Executive at NU technology Inc

7th March 2022 – 30th November 2022

- Leveraged various sourcing techniques to attract top IT talent, including social media, online platforms, and employee referrals thus resulting in 25% reduction in time-to-hire.
- Collaborated with the manager and recruitment head to understand cultural fit needs, leading to a 70% improvement in candidate retention for new hires.
- Efficiently coordinated candidates's interviews, ensuring smooth and timely completion of the hiring process.
- Successfully partnered with leading companies like Sephora, Falabella, and Reebok on their recruitment needs.

HR Intern at Marque Berry (Internship)

12 July, 2021 – 13 August, 2021

- Developed strong recruitment skills through sourcing candidates, conducting interviews, and negotiating offers.
- Gained hands-on experience in recruitment, employee onboarding, and HR administration.
- Enhanced employee onboarding expertise by guiding new hires through the company culture, policies, and benefits.